

ARCHITECTURAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for the drafting of building related projects, along with general administrative duties related to the organization and storage of facilities related materials and documents. The incumbent plays an active role in meeting with departments, buildings staff and contractors in the planning of projects. After the production of acceptable plans, the employee continues to work with staff and contractors through the completion of the project. In addition, the incumbent is assigned various administrative duties, such as documenting and storing architectural drawings and floor plans, maintaining hazardous materials surveys, and maintaining project documentation. While supervision is not a normal function of the position, the employee may direct buildings staff on specific renovation and construction projects. The position reports directly to the Commissioner of Public Works.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Under the general direction of the Building Design Administrator, assists with renovation and construction projects from initial field work through meeting with involved departments, drafting acceptable plans and specifications, coordinating work with DPW and affected department staff, ensuring work is in accordance with plans and codes, selection and procurement of furniture and equipment for buildings, and project wrap-up;
2. Develops and maintains user friendly database and filing systems for architectural drawings, capital project drawings, project manuals, operation and maintenance manuals, warranties, and other facility, grounds and equipment related materials;
3. Updates and maintains base master floor plans for all County owned buildings;
4. Maintains up-to-date hazardous materials surveys for all County buildings; develops and maintains database identifying materials by type, location and percentage;
5. Maintains an overall buildings project list for the department;
6. Attends meetings and training as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of architectural design and technology sufficient to fully participate in renovation and construction of County related buildings and facilities;

Knowledge of computer aided drafting technology sufficient to produce architectural drawings, plans and estimates;

General knowledge of building related systems, including plumbing, electrical, HVAC, and various fire and building codes, sufficient to develop plans for building and facility renovations;

ARCHITECTURAL TECHNICIAN (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to read and understand architectural plans, drawings and related documents;
Ability to work independently and in accordance with established timeframes;
Ability to efficiently organize architectural drawings and documentation in both electronic and physical formats;
Ability to interact with department staff, county employees, and contractors in a courteous and professional manner;
Ability to learn and adapt to new computer assisted drafting and facility management programs;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in architecture, architectural drafting, architectural engineering, or a closely related field, and one (1) year of work experience in architecture, engineering or construction management where computer aided drafting was a primary duty of the position;
- OR: (B) Associate's degree in architecture, architectural drafting, architectural engineering, or a closely related field and three (3) years of work experience in architecture, engineering or construction management where computer aided drafting was a primary duty of the position;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 12/26/18
REVISED: 04/19/19