

Code: 2371

Title: ARCHITECT

SUMMARY: Performs professional architectural work in the design and development of public works and related projects.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Designs and completes architectural projects and provides plans and specifications for project construction;

Develops all phases of architectural systems, making final determinations as to structural requirements, type, capacity, location of equipment and permissible substitutions in project plans and specifications;

Investigates and evaluates requests for departmental remodeling and reviews such requests with department personnel;

Makes technical and physical surveys and compiles data for use in developing new projects;

Prepares specifications as applied to the architectural phases of projects;

Outlines general description of work to be accomplished by contractors;

Specifies materials and equipment to be used;

Describes manner in which work is to be performed, processes to be followed, precautions to be taken and any other special conditions peculiar to the project;

Estimates the total hours necessary for the completion of each phase of construction;

Determines quantity, types and costs of materials and equipment;

Conducts periodic inspections of work in process;

Makes final inspection of completed projects and authorizes their acceptance;

Prepares reports;

Supervises and reviews the work of drafting staff.

#### KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architecture design;
- techniques of design, construction and maintenance of architectural projects;
- principles of supervision and training;
- survey, investigation and inspection techniques and procedures.

Skill in:

- designing, developing and supervising major architectural projects;
- supervising and evaluating the work of others;
- maintaining effective working relationships with others;
- effective communication;
- prioritizing and managing multiple architectural projects.

#### MINIMUM QUALIFICATIONS:

EITHER:

(1) Bachelor's degree from an accredited college or university with a major in architecture and three years of experience in professional architectural work.

(A Master's Degree from an accredited college or university in architecture or related discipline as determined by the Appointing Authority may substitute for one year of experience).

OR:

(2) Current registration in any state as an Architect plus two years of professional architectural experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a professional Architect in the State of Arizona at the time of appointment, per ARS 32-142. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination. Some positions may require a valid Class D Arizona Driver's License.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/1978  
Updated 05/07/09(tb)