

*Code: 2429*

*Title: DESIGN SPECIALIST*

**SUMMARY:** Provides coordination, planning, designing, drafting documentation and technical support for projects in the areas of architecture, building interiors and civil engineering. This classification is distinguished from the Interior Designer classification by performing a support role on large remodel and new construction projects, serving as support staff for, and takes direction from the professional level staff including architects, engineers and interior designers.

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

Coordinates and/or participates in drafting detailed plans for assigned projects such as: architectural changes, building interiors and civil engineering;

Uses Computer-Aided Drafting/Design equipment, peripheral equipment and related software for documentation, drafting plans, graphic and design work;

Participates with licensed professionals in design work, cost estimates, design information requirements, writing of project specifications and required revisions;

Establishes and maintains project files and documentation using manual and automated systems;

Assists professional staff in computing design data calculations;

Reviews plans submitted by product manufacturers for clarity, completeness and technical accuracy for furniture, sign or equipment replacement;

Prepares work specifications, including processes to be followed, task completion date schedule and any special conditions of work for small scope projects;

Examines project sites before and during construction and at completion to verify the accuracy of notes, drafting plans and to document work progress or draft "as built" documentation and/or plans;

Acts as a liaison for assigned projects between the department and staff, consultants, utilities, federal, state, and county agencies as required;

Researches building and safety codes, resource manuals, and technical standards for technical design information and applies same to projects;

Prepares and maintains logs, notes, sketches, layouts, cross-sections, drawings, designs, plans, estimates, records, reports, revisions, change orders and/or the as-built plans;

Acts as the project manager for small construction and interior remodel projects, including furniture/equipment replacements, and parking lot and fencing repairs/upgrades;

Reviews and verifies project invoices for payment and monitors project budget for client verification.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- applications of automated information systems including Computer-Aided Drafting/Design equipment and graphic interface software;
- principles, practices and techniques of design drafting;
- algebra, geometry and trigonometry and their use in engineering design;
- design standards and the principles of architectural/engineering design;
- principles of project management;
- principles and techniques of developing cost estimates;
- codes, laws, and industrial standards appropriate to the area of assignment.

Skill in:

- using Computer-Aided Drafting/Design equipment and programs;
- organizing, documenting, and completing project requirements;
- preparing and interpreting plans, maps and/or drawings;
- using drafting instruments and freehand drawing;
- reviewing design plans for clarity, completeness and technical accuracy;
- interpreting and applying required standards and codes;
- establishing and maintaining effective working relationships;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

An Associate's Degree from an accredited college or technical school in Computer-Aided Drafting/Design (CAD/CADD), or other closely related degree identified by the appointing authority at the time of recruitment and 18 months of experience in CAD/CADD or GIS in an engineering, planning or architectural design setting which involves the completion of detailed planning and technical review of plans for drafting considerations.

(Additional relevant education from an accredited college or technical school and/or experience may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Class D Arizona driver's license at time of appointment or prior to completion of initial/promotional probation.

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

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