

Code: 2747

Title: ARCHITECT INTERN

SUMMARY: Performs sub-professional architectural design services for in-house projects, and project management for outsourced architectural work in the design and development of Pima County facilities and related projects. This classification is typically used for architectural or other, closely-related discipline internship to provide training and educational opportunities for current college/university students, while providing needed sub-professional architectural support to the affected department.

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

Participates with professional architectural staff in the design of architectural projects and provides plans and specifications for project construction;
Assists professional and paraprofessional architectural and design staff in the development of all phases of architectural systems, as to structural requirements, type, capacity, location of equipment and permissible substitutions in project plans and specifications;
Participates in 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;
Prepares reports;
Documents activity in manual and computer-based files and databases;
Meets with technical supervisor to assess individual progress in assigned technical area and to identify educational and training goals to be achieved;
May assist in the training of paraprofessional architectural or design staff in new or special techniques in area of assignment.

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 architectural projects;
- maintaining effective working relationships with others;
- communicating effectively;
- prioritizing and managing multiple architectural projects;
- capabilities and applications of computer-based resources to support engineering activities;
- preparing and presenting reports of activity.

MINIMUM QUALIFICATIONS:

Current enrollment in an accredited college or university at the undergraduate or graduate level in architecture or a related discipline.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License may be required for some positions at the time of appointment.

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.