

ARCHITECT 1

KIND OF WORK

Entry-level professional architectural work designing and altering buildings and facilities.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for application of professional architectural skill and direction to architectural engineering projects and for preparing plans, details, specifications, estimates, material lists, and schedules for additions or alterations to state buildings and facilities. Makes periodic inspections during construction projects and gives initial approval to plans and specifications for state building construction projects. Prepares standard specifications. Performs related work as required.

This class differs from the class of Architect 2 in the amount of discretion provided in decision-making as well as in the complexity and difficulty of project plans and specifications approved. In addition, Architect 2 positions generally provide work direction to other staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop and produce construction documents so that buildings and facilities are constructed properly by developing design details and building layouts; reviewing designs and details with clients; preparing proposed construction plans and specifications; conducting periodic review of project; submitting construction plans and specifications to state and local officials for approval; coordinating work with engineers, landscape architects, and surveyors; reviewing bids, where requested.

Developing schematics and designs that meet client needs and program requirements by meeting with agency client and determining project requirements; establishing work schedules for project completion; preparing schematics and design recommendations; presenting design schematics to client and advising on available options.

Inspect projects and review construction documents so that projects are constructed according to plans and specifications by periodically visiting construction sites and observing construction; reviewing shop drawings, schedules, and other required construction documents; reviewing supplemental agreements; interpreting plans and specifications and answering technical questions on project detailing and design; reviewing project at final inspection.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of architecture sufficient to design, develop, and produce construction plans and schematics.

Mechanical, electrical, and structural engineering sufficient to review projects and plans and advise on changes and modifications.

Ability to:

Draw architectural plans and specifications sufficient to communicate architectural requirements to construction project management.

Perform complex computations in support of proposals of estimates sufficient to provide accurate and understandable information to project and agency staff.

Communicate, both verbally and in writing, sufficient to present proposals, changes, and alterations to specifications and plans to individuals and groups.

LEGAL OR LICENSURE REQUIREMENTS

An employee in this class must be registered with the Minnesota Board of Registration for Architects, Engineers, and Land Surveyors as a professional architect.

Est.: 4/53
Rev.: 2/88, 7/92

T.C.:
Former Title(s):