

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	ARCHITECT	DDR	93-79200
CLASS CODE	7925	CLASS TITLE	ARCHITECT

Summary Duties

Supervises architectural designers engaged in preparing architectural designs, specifications, cost estimates, and technical reports in connection with construction and maintenance of structures such as reservoirs and tanks, pumping stations, filtration plants, office buildings, warehouses, shops, and miscellaneous structures; prepares the more difficult designs; makes field inspections; prepares technical reports; and performs related duties.

Illustrative Duties

Prepares and supervises the preparation of architectural designs, specifications, cost estimates for reinforced concrete, steel and timber structures such as reservoirs and tanks, pumping stations, office buildings, warehouses, bridges, shops, and other water system structures; reviews designs and specifications prepared by consulting architects, engineers, or contractors. Obtains, uses and monitors consultant's contracts. Directs and coordinates consultant's work.

Prepares instructions and gives technical direction to draftsmen for preparing design drawings, sketches, layouts, floor plans, and other documents needed for the construction, maintenance, or alteration of listed structures; reviews finished drawings for correctness and conformance to design objectives.

Coordinates design work between engineering disciplines. Conducts and supervises architectural engineering studies and research pertaining to design problems or preparation of specifications; makes and directs cost analyses of submitted bids.

Conducts field inspections of work in process; furnishes architectural directions to construction supervisors to assure conformance with approved designs or specifications.

Occasionally conducts tests of construction materials and conducts special architectural surveys to gather data for special design projects.