

DUTIES DESCRIPTION RECORD

DEPARTMENT			
TITLE	ARCHITECTURAL ASSOCIATE II	DDR	95-79262
CLASS CODE	7926	CLASS TITLE	ARCHITECTURAL ASSOCIATE

SUMMARY DUTIES

An Architectural Associate II performs professional architectural work and designs, prepares, directs, reviews, coordinates and presents architectural engineering Department facilities to Federal, State, City and Department entities; prepares architectural specifications, studies, estimates, authorization and technical reports and administers contracts for Department facilities; coordinates architectural contract documents (e.g. agreement, drawings, specifications, addenda, modifications, change orders) with civil/structural, plumbing/mechanical, electrical, and landscaping engineers; incorporates "green" and energy efficient architecture methodology; confers with other Department personnel and representatives from outside agencies and firms; prepares periodic and special records and reports; and performs related duties.

Prepares, directs and reviews documents using Department personal computer software; computer-aided design (CAD) systems; and CAD drawings.

ILLUSTRATIVE DUTIES

Designs, prepares, directs, reviews, coordinates and presents architectural engineering Department facilities to Federal, State, City and Department entities (e.g. Americans with Disability Act); prepares architectural specifications, studies, estimates, authorization and technical reports and administers architectural design contracts for Power System facilities such as power generating plants, receiving and distributing stations, water tanks, pumping stations, commercial office facilities, hydro-electric plants, service centers, and other facilities; furnishes "green" and energy efficient technical direction associated with the construction and maintenance of such facilities.

Reviews architectural coordination for various Department facilities; coordinates civil/structural, plumbing/mechanical, electrical and landscaping engineers in the preparation of contract documents; prepares and standardizes specification components such as proposals, instructions, general conditions, and price adjustment clauses; reviews and revises standard specifications, analyzes specification procedures and recommends improvements; makes and reviews bid analysis; confers with engineers and other personnel from outside agencies and firms on specification and purchase matters; prepares periodic and special records concerning work activities, reports and related matters; administers contracts and/or acts as liaison between contractors and contract/construction/post construction administration.