

ARCHITECTURAL ASSISTANT, 7923

Summary of Duties : Performs routine professional architectural work in preparing and checking designs, plans, specifications, estimates, and reports and coordinates the preparation of plans and specifications with private and public agencies; and does related work.

Distinguishing Features : This class is the first level of professional architectural work. An employee of this class has the opportunity for some independent judgment in preparing and developing architectural designs from preliminary sketches. Most of the work involves drafting, detailing, estimating, checking, and computing that requires a background of architectural training or experience. The work is supervised while in process and reviewed carefully upon completion.

Examples of Duties : Prepares and assists in preparing complete architectural plans by laying out and developing floor plans, elevations, sections and details including structural and mechanical features;

Prepares perspective drawings, architectural scale plans, sketches, specifications, cost estimates, graphs, charts, and similar material to illustrate or clarify reports or to supplement related engineering wiring and illumination studies or plans; prepares studies and assists in making recommendations for the most efficient use of energy in proposed or existing structures relative to heat losses and gains, lighting design and water heating; prepares preliminary designs, perspective drawings, and architectural plans or models for proposed municipal improvements such as street openings, bridges, harbor structures, and tunnels;

Draws structural framing plans, sections, and details of wood, steel, masonry, and reinforced concrete construction; details reinforced concrete footings, foundations and beams; measures interiors and exteriors of structures and makes a record of existing conditions to provide data for proposed alterations; notes kind, size, quality, and condition of materials in buildings; makes scale drawings showing site plans, sections, and floor plans; prepares descriptions of all materials and building conditions; makes field inspections of minor building construction, alteration, or demolition activities; makes preliminary sketches, perspective drawings, working drawings, estimates, specification compilations, and models for such public facilities as community buildings, shelters, swimming pools, playgrounds, kitchens, and other public buildings, structures, and installations, such as police stations, fire stations, health centers, libraries, receiving stations, waterworks structures, maintenance shops, garages, harbor wharves and terminals, and

warehouses; may assist in the design of playground equipment; may check completed drawings, computations, and field records of employees engaged in architectural drafting;

Makes detailed site plans of such elements of a master city plan as cultural or civic centers, housing projects, and urban redevelopment projects, showing the location of proposed structures, parking facilities, landscape features, walks, and drives from sketches prepared by planning personnel; prepares elevations of proposed structures, perspectives, and wash renderings, and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the theory and practice of architecture; a good knowledge of the standard sources of architectural information; a general knowledge of local building practices and code requirements; a general knowledge of the fundamentals of structural engineering and structural design; the ability to use standard drafting instruments; the ability to design, detail, and draw architectural features of a limited number types of buildings, structures, and installations, appropriate to the functions they must perform in a large municipality; the ability to make field inspections of construction in progress and to recognize deviations from plans and specifications; the ability to prepare perspective drawings and other pictorial representations; the ability to make cost estimates, compute stresses in simple structural members and prepare material lists and buildings specifications; and the ability to keep records and prepare adequate and accurate reports.

Graduation from a school of architecture or architectural engineering in a recognized college or university; or successful completion of the NCARB (National Council of Architectural Registration Boards) qualifying examination is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in CSC Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.