THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title University Assistant Architect

Title Code 04821

FLSA Status Exempt

Date Issued April 24, 2000 R

General Duties and Responsibilities

This class of positions encompasses professional architectural work of varying degrees of difficulty and responsibility. There are two (2) assignment levels within this class of positions. All personnel perform related work.

General Work Tasks

Assignment Level I

Under direct supervision with limited latitude for independent action or decision performs architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

- Prepares designs, plans, contract and working drawings, contract specifications and other documents and estimates of quantities and costs indicating the nature and scope of the project.
- Maintains constant surveillance of construction operations to ensure satisfactory progress and strict adherence to contract documents.
- Engages in routine research, investigations, studies or examinations related to architectural functions and user activities.
- Utilizes a personal computer to access and maintain data to perform daily tasks including computerized architectural drawings.
- Prepares construction documents for small to moderate maintenance or alteration projects.
- Assists with the preparation of analyses regarding the utilization of sites and structures.
- Maintains updated project list and prepares monthly progress reports on assigned work.
- Maintains and files reference materials and project drawings for such purposes as an architectural resource library.
- Maintains a register of change orders and statements of corresponding time costs impact.
Assignment Level II

Under direct supervision with limited latitude for independent action or decision performs architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

- Assists the University Architect or other supervisor in the preparation of special reports.
- Participates in and may supervise the preparation of recommendations for alterations or repairs of buildings.
- Prepares detailed drawings of structures or installations.
- Makes interpretive detail sketches or layouts of architectural plans.
- Prepares a complete analysis of the spatial organization and efficient utilization of sites and structures or of the functional arrangement of interior units, utilities and appurtenances.
- Engages in the conduct of complex and important research, investigations, or studies related to architectural activities.
- Prepares construction documents for medium to large size maintenance or alteration projects.
- Prepares monthly progress reports of assigned projects.
- Prepares and processes change orders, reviews shop drawings for conformance to project specification.
- May attend construction progress meetings.
- Coordinates the engineering components of a project with its architectural design.
- Performs duties of University Architect, Level I, except signing and sealing architectural drawings or other official documents, and except supervision of University Architects.
- May direct or supervise other University Assistant Architects or other professional support personnel.
Qualification Requirements

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) and one (1) year of full-time satisfactory experience in architectural work; or

2. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in Architecture from an accredited college and two years of full-time satisfactory experience in architectural work.

NOTE:

Direct Lines of Promotion

FROM: None

TO: University Architect