

ARCHITECT

Duties and Responsibilities

This class of positions encompasses professional architectural work of varying degrees of difficulty and responsibility. There are various Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, performs responsible supervisory work, or difficult and responsible work, in architecture, such as the following:

As head of a major architectural design section, or the equivalent, plans, assigns and reviews the work of subordinates, prepares progress reports, and may represent an agency, department head, or top-level architectural or engineering officer or employee in relations with City agencies and departments, contractors and their representatives, consultants, and the general public.

Engages in, or supervises the conduct of, complex and important research, investigations, studies or examinations related to the architectural functions and activities of a department or agency.

Prepares, or supervises the preparation of, drawings related to the architectural plan for major projects for the construction, remodeling or repair of public works, structures or installations.

Supervises the preparation of specifications, cost estimates and estimates of quantities.

Evaluates bids, contractors and consultants' performance to recommend award of contracts for architectural projects.

ARCHITECT (continued)

Assignment Level I (continued)

Makes interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the architectural plan as proposed or adopted.

Prepares, or supervises the preparation of, complete or final analyses of the spatial organization and efficient utilization of major sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.

Develops designs of exteriors, facades, ornamental work, sculpture, grounds and walks, etc., of a complex nature.

Participates in the development of major proposals for the acquisition, disposition, or the public or private use of City property, or for the conduct of surveys, or for the construction, operation or maintenance of public works, plants or structures.

When assigned in writing, may sign and seal architectural and other official documents.

May operate a motor vehicle.

Assignment Level II

Under direction, with great latitude for the exercise of independent judgment or action, as an architectural specialist performs highly difficult and technically complex architectural work, such as the following:

Serves as a consultant on major architectural matters.

Conducts or directs a significant portion of research on very complex and important architectural matters.

Prepares original proposals and reports of a complex nature.

ARCHITECT (continued)

Assignment Level II (continued)

Serves as team leader on a project of great technical complexity or with potential impact on agency architectural operations and/or City infrastructure.

Signs and seals architectural and other official documents.

When necessary, performs the duties described under Assignment Level I, provided these do not represent the majority of job responsibility over an extended period of time.

Assignment Level III

Under direction, with very great latitude for the exercise of independent judgment or action, as an architectural specialist performs extremely difficult, responsible and technically complex architectural work, such as the following:

Serves as a consultant on extremely complex and highly specialized architectural matters.

Conducts or directs all aspects of research on extremely complex and important architectural projects.

Oversees the preparation of review of proposals or reports of complex nature. Reviews such proposals and reports and recommends appropriate action.

Coordinates multiple projects of great technical complexity with major potential impact on agency architectural operations and/or the City's infrastructure.

Presents and defends proposals on major architectural projects to high level agency and/or city officials.

Signs and seals architectural and other official documents.

ARCHITECT (continued)

Assignment Level III (continued)

When necessary, performs the duties described under Assignment Level I and II, provided these do not represent the majority of job responsibility over an extended period of time.

Qualification Requirements

A valid New York State Registration as an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.

Special Note:

In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

Direct Lines of Promotion

From: Assistant Architect (21210) **To:** Administrative Architect
(M 10004)