

ARCHITECTURAL SERVICES TECHNICIAN

FUNCTION OF THE JOB

Under direction, performs complex technical work involving architectural and engineering services; coordinates architectural contract services for new and remodeling building projects; performs other duties as required.

CHARACTERISTICS DUTIES AND RESPONSIBILITIES

1. Oversees and coordinates the performance of contracted services from the planning stage through construction, completion, and occupancy which involves working with architects/engineers, consultants, and contractors.
2. Performs manual and computer aided drafting and design techniques to portray and record existing buildings and the projects of the department.
3. Calculates dimensions of buildings and projects; determines the quantities and types of materials to be used in projects taking into account present and future uses and local and state building codes.
4. Prepares detailed written and graphic reports.
5. Investigates the layout, design, structure, materials, and utilities of existing County buildings.
6. Prepares RFP's and contracts for architectural engineering and construction projects for new and remodeling projects.
7. Coordinates plans and specifications for small new and remodeling projects with architects, consultants, constructors, department directors, employees, and the public.
8. Reviews all plans and specifications from outside architectural engineering firms prior to bidding and construction for new and remodeling projects.
9. Prepares and conducts bidding on small new and remodeling projects; coordinates the bidding for large new and remodeling projects.
10. Coordinates site access for contractors and acts as Owner's Representative for all project issues.
11. Assists in the compilation of capital project information including preliminary programming of the project scope and budget estimate for professional fees and construction.
12. Coordinates the development of capital project specifications, cost estimates, and bid documents.
13. Establishes and maintains effective working relationships with other employees, committees, representatives of construction and architectural/engineering firms, and the public.
14. Maintains prompt, predictable, and regular attendance.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of building construction and materials.
2. Comprehensive knowledge of the laws, codes, and regulations pertaining to the construction of public buildings.
3. Considerable knowledge of the procedures and practices applied in the inspection of work and materials used in building construction.
4. Considerable knowledge of contract administration and project management.
5. Working knowledge of the modern principles and practices of architectural engineering.
6. Working knowledge of computerized department program software, Internet access, and database, spreadsheet and word processing programs.
7. Ability to utilize word processing, database, and spreadsheet programs.
8. Ability to make complex mathematical computations.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

9. Ability to make complex drawings and to use computer aided drafting and design software and hardware.
10. Ability to analyze data, research information, and keep accurate and detailed records and notes.
11. Ability to compile data and information into detailed written recommendations, reports, specifications, requests for proposals, and drawings.
12. Ability to read blueprints and to interpret complex specifications.
13. Ability to oversee and coordinate the performance of contracted services.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to establish and maintain effective working relationships with other employees, committees, representative of construction and architectural/engineering firms, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized technical school with an associate's degree in construction, architecture, construction management, or a closely related field.
2. Two years of progressively responsible work experience including drafting, architectural engineering, or construction project management duties.

OR

3. Graduation from a recognized college or university with a bachelor's degree in architecture, construction management, or a closely related field.
4. Valid driver's license.