

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Architect 2		Class Code: 001FA2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 7-19-13
	Summary: Incumbent performs architectural design for new and existing facilities. Provides technical information, guidance and review of rehabilitation projects. Reports to a higher level architect or division director.		

Duties:

- Prepares contract documents which comply with building codes, safety laws and Americans with Disabilities Act (ADA) regulations, directly affecting the public and private sectors;
- Prepares and presents preliminary designs of building and programming documents;
- Assists with the construction cost estimates to enable and provide agencies information necessary to establish construction budgets;
- Researches and conducts field inspections of conditions of existing buildings for rehabilitation projects and preventative maintenance needs of design projects;
- Assists in preparations of applications which may include but not limited to historical preservation, archaeological review for the purposes of budget preparation, obtaining permits and adherence to building codes;
- Reviews shop drawing submittals of design projects and plans of architectural consultant firms and prepares evaluation comments to determine conformance with contract requirements;
- Performs environmental analysis of facility site prior to design of building;
- Prepares architectural details to define construction quality and technology;
- Designs size, arrangement and characteristics of spaces to be included in building program;
- Develops materials list and specifications for requisition;
- Performs related duties as required.

Job Requirements:

- Knowledge of the theory, design and practices of architecture;
- Knowledge of the methods and techniques of building construction, repair and rehabilitation;
- Thorough knowledge of regulations, laws, statutes, codes and standards governing building design and construction;
- Working knowledge of building energy conservation regulations and methods;
- Working knowledge of mechanical and electrical aspects of construction as they affect architectural planning;
- Working knowledge of regulations and methods for providing access to all space within and about buildings for the physically handicapped;
- Ability to prepare, evaluate and present design programs, preliminary sketches and final design documents;
- Ability to review contractors billings for accuracy and content;
- Ability to communicate effectively both orally and in writing;
- Ability to become registered as a Professional Architect in the State of Indiana.

Difficulty of Work:

Work is broad in scope and involves the application of numerous laws, statutes, ordinances and administrative regulations in the evaluation and design of projects. Incumbent must interpret and apply frequently changing complex building codes in the design of facilities. Considerable judgment is required in the collection of data for the purpose of providing accurate cost information to appropriate agencies for budget projects.

Responsibility:

Incumbent receives general instructions when new or revised laws, codes and rules affecting building, design and construction are implemented. Technical instruction is received at the discretion of the employee. Independent judgment is required on new projects. Work has a direct impact on management decisions and major impact on budgets in terms of cost of projects and potential savings. As a registered Architect, incumbent is responsible for conformance of documents sealed under his/her supervision with all rules and regulation.

Personal Work Relationships:

Incumbent works with employees within the department, employees of other local, state or federal agencies, public officials, general public and contractors for the purpose of exchange and coordination of factual information.

Working Conditions:

Work is generally performed in a modern office environment. Occasionally, incumbent is required to visit construction sites.