

NEW CASTLE COUNTY GOVERNMENT

Number 0394

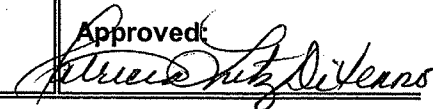
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Date 11/01/03

CLASS SPECIFICATION

Title: ARCHITECT

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly skilled project planning, design, and management work; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional architectural work which involves planning, designing, and managing building and land development projects. Responsibilities include development of project criteria, coordination of projects within an overall development program, preparation of construction and contract documents, project management, and contract administration. This employee confers with engineers and other managers as needed, coordinates the layout of the project including engineering elements and prepares schematic drawings, plans, sketches, and scale drawings. Work involves the use of computer-aided drafting (CAD) software and related software programs. This employee assists with obtaining bids and awarding of contracts, makes presentations as needed, and makes periodic observation of work in progress to ensure contract compliance. This employee supervises field personnel, drafting technicians, and other support staff. Work is performed in accordance with policies and procedures under the general supervision of a division or section manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Compiles and analyzes data necessary to plan and develop projects;
- Prepares preliminary designs and plans for building and land development projects;
- Plans and designs layout of projects, schematic drawings, and scale drawings;
- Makes adjustments to designs as required and prepares final drawings and plans;
- Prepares project documents including construction documents and contracts;
- Assists in obtaining bids, reviewing bids, and awarding contracts;
- Coordinates and monitors projects within an overall construction development program;
- Manages and oversees projects;
- Administers construction contracts and conducts on-site visits to monitor contract compliance;

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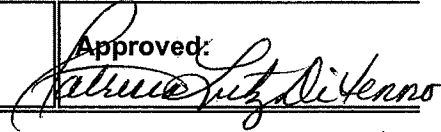
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Date 11/01/03

CLASS SPECIFICATION

Title: ARCHITECT

Approved:



- Makes work assignments and supervises technical and paraprofessional assistants and field personnel;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Uses computer-aided design software and related software programs;
- Operates a data processing terminal, personal computer, and related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of architectural design principles and practices; good knowledge of structural design and engineering elements; ability to compile, analyze, and interpret technical engineering data; skill in the use of drafting and design instruments, computer aided drafting (CAD) software, delineation and free hand lettering; ability to develop and monitor contract specifications and construction contracts; ability to develop and maintain effective working relationships with engineers, managers, outside agencies, other professionals, employees, and the public; ability to exercise technical judgment and to make sound engineering decisions; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations; ability to promote an ongoing attitude of dedication to excellent customer service; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years professional experience in project management to include project planning and design, contract development and administration, and field supervision, and possession of a Bachelor's Degree from an accredited college or university with major course work in architecture, civil engineering, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Professional Architect license issued by the State of Delaware or equivalent with Delaware license within one year of date of hire or promotion; valid Delaware Class D driver's license.

HISTORY OF REVISIONS:

Established: 08/30/99

Revised: 11/01/03