

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Architectural Technician Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
04363	Architectural Technician 1
04364	Architectural Technician 2

Series Concept

This series includes classes of positions which require knowledge of architectural technology and architectural drafting, but do not require the full and in-depth knowledge of the architectural principles and theory of a licensed professional. The duties include design drafting, specification preparation, review of contractors' shop drawings, construction project inspections, and providing liaison between agencies and contractors.

Exclusions

Positions whose primary function is drafting. Positions whose functions do not include visiting construction sites, dealing with contractors, preparing specifications, and reviewing contractor bids. Positions requiring professional licensure.

Class Distinctions

Architectural Technician 1

Assignments at this level are normally to a specific project which is followed through to completion before another is started. Employees work under general technical supervision and are expected to visit the actual construction site on a periodic basis every few days.

Architectural Technician 2

Employees at this level normally will have more than one project in process at any one time. They also normally work under a non-technically oriented supervisor, thereby requiring a stronger ability to work on their own. They visit construction sites almost daily to evaluate the work in progress. If problems occur, they are expected to meet with the contractor and their supervisor, determine a solution, and follow through to insure proper implementation.

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