

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ARCHITECTURAL TECHNICIAN 1

DEFINITION

Performs architectural, interior design and space planning drafting and design work pertaining to the construction or modification of state owned buildings and facilities; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Reviews contractors' shop drawings to insure compliance with specifications and contract agreements by checking them for technical accuracy according to accepted guidelines and precedents.

Works with customers to gather facts, identifies and defines design and space planning problems, conceptualize possible solutions and secure approval of proposals. Furnishes advice and develops design documents to initiate and modify architectural, interior design and space planning solutions.

Prepares specifications for construction or interior design contracts to allow bidders to submit accurate bids by including proposal forms, advertisements, and general conditions.

Performs design drafting including preliminary drawings, working drawings, and full detail drawings for architectural, structural, and mechanical work associated with building construction or improvement projects.

Provides finish selections including color palettes, carpet and wall finishes, lighting and other various interior selections.

Works with customers to determine special accommodations needed to fulfill the requirements of the Americans With Disabilities Act (ADA). Incorporates special accommodations into proposed designs.

Travels to construction sites to inspect construction work in progress and to clarify the drawings and specifications for the contractors.

Inspects state facilities to insure that proper maintenance procedures are being followed or to initiate procedures.

Oversees maintenance personnel in minor remodeling programs carried on by State agencies to insure that proper practices and procedures are followed in accord with the approved specifications by visiting the site and providing interpretations of the specifications as needed.

COMPETENCIES REQUIRED

Knowledge of construction documents and drawings and usage related to building construction or modification.

Knowledge of architectural and interior design principles and practices as they relate to building construction or alteration.

Knowledge of, and ability to apply, current ADA code requirements.

Ability to analyze design problems, conceptualize solutions and recommend creative solutions.

Ability to prioritize multiple projects and priorities.

Knowledge of construction operations and practices as they relate to building construction and interior design.

Knowledge of building materials, their proper usage and limitations, and associated costs.

Knowledge of the proper adjustment, care, and maintenance of assigned office and drafting equipment.

Ability to use a variety of drafting equipment, e.g., architect scale, engineer scale, lettering guide, pen, pencil, chart tape, triangle, T-square, curves, ink, electric eraser, etc., if required for the job.

Ability to illustrate ideas in one and two-dimensional drawings, maps, charts, and graphs.

Ability to read, understand, and interpret construction documents and drawings.

Ability to read, understand, and interpret contracts and contractual requirements.

Ability to relate construction drawings and documents to actual construction operations.

Ability to express thoughts and ideas clearly and concisely both orally and in writing in order to explain project requirements, specifications, and design.

Ability to establish and maintain effective working relationships with contractors, sub-contractors, and other agency employees.

Skill in the use of standard or computer aided draft design (CADD) drafting equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a degree in architecture, interior design or architectural engineering;

OR

an equivalent combination of education and experience substituting one year of work experience in architecture, interior design or architectural engineering for one year (thirty semester hours or its equivalent) of the required education with a maximum substitution of four years.

NOTE

Selected positions will require a degree in either architecture, interior design or architectural engineering.

Effective Date: 5/03 JG