

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## ARCHITECTURAL TECHNICIAN 2

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### DEFINITION

Performs advanced level architectural drafting and design services or interior design and space planning projects 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

Prepares construction or interior design drawings and specifications of floor plans, elevations, sections, and details for the construction, space planning, interior design or other modifications of buildings.

Works with employees, supervisors, administrative and program officials; gathers facts; identifies, defines and explores design and space planning problems; conceptualizes possible solutions; negotiates for approval of proposals and recommendations; furnishes advice on important design problems and develops design documents necessary to initiate and modify architectural, interior design and space planning solutions.

Works with customers to develop long-range space utilization plans.

Provide 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 and final designs.

Travels to construction sites to inspect all phases of construction work in progress and to clarify the drawings and specifications for the contractor or sub-contractor.

Reviews contractors' drawings to insure compliance with specifications and contract agreements; recommends changes if needed, and provides follow up to assure that the corrections are made by checking them for technical accuracy.

Compares actual work done and material stores with a contractor's request for payment to recommend payment for work performed or withhold the payment by checking files and records as well as observing the actual worksite.

Maintains and updates plan files, including electronic documents, to provide centralized, ready access to floor plans, furniture layouts, electrical, mechanical, and sewer plans as well as design documents and drawings for all new and existing state office buildings.

Develops master plans for rest areas including roads, parking areas, and picnic areas to provide overall consistency and comparability in the rest areas by matching the required facilities to the terrain at the construction site.

May assist a supervisor by performing, in accordance with set procedures, policies, and standards, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

### COMPETENCIES REQUIRED

Knowledge of the principles and practices of architecture, space planning or interior design as they relate to building construction or modification.

Knowledge of the principles and practices of structural engineering as they relate to building construction or modification.

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

Knowledge of construction documents and drawings and their usage related to building construction, interior design or modification.

Knowledge of modern building construction and interior design methods and materials and their proper usage.

Knowledge of current, literature, trends, and developments in the field of architecture or interior design.

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

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

Ability to make independent judgments and decisions when guidelines and precedents are not available, and to prioritize multiple projects and priorities.

Ability to remain calm under pressure or in a crisis situation.

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

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 read, understand, and interpret engineering and architectural documents and drawings.

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

Ability to relate construction drawings and blueprints documents and drawings 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 and one year of work experience 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