

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 11:58 AM
To: Brown, Kevin
Subject: Job Description: Architect I (E10)

Job Description

Architect I (E10)

Grade:

Reports To (title): **Sr Technical Professional or Technical Manager**

MAJOR FUNCTION / ROLE General purpose of the job; major expected results.

Under supervision, performs entry-level architectural assignments.

JOB DUTIES Typical duties and responsibilities of job.

- Applies standard practices and techniques in specific situations which generally include the following:
- Compiles data.
- Works on design assignments for review by more senior architects.
- Performs quantity takeoffs and estimates for review.
- Prepares architectural specifications, plans and renderings under the direction of a registered architect.
- Inspects architectural features of structures in the field.
- Consults manufacturers and evaluates materials.
- Performs such other duties as the supervisor may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Generally applies standard techniques, procedures and criteria in carrying out a sequence of somewhat diversified architectural tasks requiring analysis, deductive reasoning, and knowledge of architecture, as obtained through a bachelor's degree program.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Receives direct supervision on new aspects of assignments, exercising discretion and judgment on details of regular assignments, making preliminary selections, and recommending minor modifications and adaptations of alternatives. May perform limited portions of a broader assignment of an experienced architect, using prescribed methods.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

May give work direction or coordinate the work of technicians and others who assist in specific assignments.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):
Interfaces with technical professionals and technical managers.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):
Limited external contacts with regulatory agency staff and suppliers of services, equipment and/or construction materials.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in Architecture or equivalent combination of education and experience. Minimal experience is required of incumbents with a Bachelor's degree in Architecture; no experience required with a Master's degree in Architecture.

SPECIAL SKILLS

Good interpersonal skills and ability to develop technical writing, computer & communication skills. CAD skills required.

PROFESSIONAL REGISTRATIONS

No professional registration is required at this level.

COMPETENCIES

General Competencies expected of all Professionals and Managers at PBS&J are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Ability to process paper/electronic documents and utilize computer equipment; ability to communicate clearly both orally and in writing; ability to visit project sites if necessary. Ability to assemble and analyze data.