



ARCHITECT 1

Job Code: 011BOE
Bargaining Unit: 06
Effective Date: 6/16/2003

Description of Work

General Statement of Duties

Under supervision, performs entry level professional architectural work in the investigation, design, inspection, operation or maintenance of public buildings; and performs related work as assigned.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Assists in preparing plans, designs, specifications and estimates of building projects.

Assists in examining plans and specifications for public buildings prepared by private architects and engineers and recommends changes.

Makes computations.

Develops scale and full size detail drawings.

Secures information on size, style, cost and types of materials.

Assists in the inspection of the construction of public buildings.

Confers with architects and staff members on equipment requirements for new buildings.

Checks building plans for safety and conformance to the building code.

Minimum Qualifications

College graduation with a degree in architecture or architectural engineering (no substitution for twenty-six credits in architectural design or construction courses); or must be registered as a Professional Architect or Architectural Engineer in the State of Minnesota.