

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

5-15-98

ARCHITECTURAL ASSOCIATE, 7926

Summary of Duties: Performs routine and moderately difficult professional architectural work in preparing and checking designs, plans, specifications, estimates, and reports; coordinates the preparation of plans and specifications with private and public agencies; administers contracts; and does related work.

Distinguishing Features:

Architectural Associate I is the normal entry level to the class. Employees at this level usually have little, if any experience or special training. They initially perform the less complex professional architectural work under close supervision while learning and assisting in a variety of routine duties. As employees become more experienced, they may work independently and may be responsible for one or more large projects. Positions at this level are three year temporary training positions under Civil Service Rule 5.30. Employees with two years of full time paid City experience as an Architectural Associate I and who have passed any two (2) of the nine (9) divisions of the Architectural Registration Exam leading to a California Architect's license; **or**; passing two (2) divisions of any other license examination for architects recognized by the State of California as set forth in Title 16, Division 2, Article 3 of the California Code of Regulations will automatically promote to Architectural Associate II.

Architectural Associate II's perform journey level architectural work requiring a broad knowledge of architectural skills. Architectural Associate II's usually work independently, receiving instructions in general terms, and may be responsible for one or more major City projects having wide impact and significant cost. Employees may serve as a lead over a small architectural unit of lower level architects or technical employees (e.g. a drafting unit).

Architectural Associate III's perform or supervise difficult architectural work. The work assigned usually involves technically complex matters requiring considerable experience, skill, and architectural knowledge. Two years of experience as a Architectural Associate II and a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required for advancement to this level.

Architectural Associate IV's are non supervisory technical experts. They may conduct extensive research into new design developments and evaluate their suitability for City use, may prepare standards for technical design, may develop and conduct training for other employees about new procedures and techniques, or may act as an internal consultant to other employees on very difficult issues. Some positions require registration as an Architect with the California State Board of Architectural Examiners, as determined by department management.

Examples of Duties: An Architectural Associate :

- makes preliminary studies, sketches, schematic drawings, perspective drawings, renderings, complete architectural working drawings and prepares detailed cost estimates, specifications, plans, models, and material lists for a wide variety of buildings, structures, and installations including playground and park buildings, police and fire stations, service yards, maintenance shops, waterworks structures, receiving stations, office buildings, retaining walls, harbor structures, warehouses, and bridges;

- lays out and develops floor plans, elevations, sections and details including structural and mechanical features and necessary materials;
- prepares studies for making recommendations for the most efficient use of energy in proposed or existing structures relative to heat losses and gains, lighting design, and water heating;
- takes measurements, makes a record of existing conditions, and makes working drawings and sketches related to alterations to buildings and structures;
- prepares a variety of written reports, recommendations, and correspondence relating to projects;
- administers architectural design and construction contracts, and coordinates and reviews the work of private architects engaged in the preparation of plans and specifications for City construction;
- collaborates with design engineers and other related disciplines in the preparation of detailed requirements for project development;
- makes field inspections of building construction, alteration, and demolition activities;
- reviews the work of architectural drafting personnel;
- may prepare, standardize, or review technical architectural specifications, collaborating with design engineers in the preparation of detailed requirements for major items;
- may detail and prepare simple mechanical, electrical, and similar non architectural plans for structures;
- may perform non supervisory technical work requiring special expertise in a specific area of architectural work;
- may serve as lead worker in the supervisors absence.

An Architectural Associate may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- theory and practice of architecture;
- standard sources of architectural information;
- standard drafting techniques.

A working knowledge of:

- local building construction practices and code requirements;
- fundamentals of structural engineering and structural design;
- esthetic, safety, and functional requirements of a wide variety of buildings and structures.

A general knowledge of:

- civil, mechanical and electrical engineering requirements related to public buildings and pertinent equipment.

The ability to:

- deal tactfully and effectively with subordinates, contractors, the public, public officials, and others
- prepare written reports and correspondence that are clear, concise, logical, persuasive and complete;
- keep accurate records;
- efficiently obtain, interpret, and manipulate information stored in personal computers and computer networks;
- efficiently review files, maps, blueprints, and other sources of information relating to architectural work;
- make persuasive oral presentations to groups.

Persons with disabilities may be able to perform the essential duties of this class with reasonable

accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements: Graduation from a school of architecture or architectural engineering, **or** successful completion of divisions A to F of the NCARB Registration Examination, **or** successful completion of the NCARB equivalency examination.

License: A valid California driver's license may be required prior to appointment.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.