

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4801200

Assistant Architect, Grade 20

Brief Description of Class

Assistant Architects perform architectural work in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings, groups of buildings, their sites, and facilities. Assistant Architects may also perform technical reviews of consultants' drawings, specifications, and related details for such factors as compliance with appropriate codes, laws, regulations, and standards; for functional design features; constructability; and for cost. Incumbents collaborate with, schedule, and otherwise coordinate the activities of professional engineers, landscape architects, land surveyors, professional geologists, specification writers, estimators and other professionals providing specialized services to their architectural projects. Incumbents may provide construction phase support through review of change orders, shop drawings, material submittals, mock-up or related task. An Assistant Architect may consult with clients or sponsors in providing technical assistance, advice, and guidance on architectural and related matters concerning the program, design, and construction stages of a project.

These positions are classified in several State agencies, although most positions are in the Office of General Services.

Distinguishing Characteristics

Assistant Architect: entry level; under the close supervision of a licensed and registered architect, performs architectural work for small and less complex projects or parts of larger projects involving several architects. They may supervise subordinate technical, architectural, administrative or support staff as required.

Related Classes

Architect 1s independently perform the full range of professional and comprehensive architectural activities requiring a license and involving large projects in terms of functional requirements, structure, mechanical elements, building systems, and cost. Architectural projects assigned call for a high degree of independent technical judgment in interpreting and adapting architectural guidelines, and in solving unique or

unusual architectural problems that may be related to the assignment. In certain agencies, an Architect 1 specializes in the architectural review of consultants' work for such factors as costs, design features, and conformity with applicable codes and standards. In such assignments, incumbents provide technical advice and consultation to project sponsors and their architects concerning the feasibility and acceptability of project documents and may recommend architectural improvements to the project documents. An Architect 1 may also perform detailed design functions including space programming, schematic design, final design of architectural systems and finishes, preparation of construction documents, and providing bid phase and construction phase support of a project. Architect 1s must possess a license and current registration as an architect in New York State.

Construction Estimators (Architectural) make and review detailed cost estimates of the quantity and price of labor, materials, and equipment involved in architectural facets of building construction, site development, and renovation projects.

Construction Specifications Writers (Architectural) develop, write, and review architectural specifications for building construction and rehabilitation projects covering the composition, finish, qualities of materials, the construction methods to be used, and the manner and method of manufacture, installation, and finish of architectural work.

Landscape Architects plan and design landscape development and site improvement projects, and oversee the construction, rehabilitation and maintenance of outdoor spaces and other open areas for transportation facilities, buildings, parks, historic sites, recreational facilities, campuses, gardens, playgrounds, and roads and highways.

Illustrative Duties

Prepares preliminary architectural drawings, when required, following the stakeholder's statement of requirements which indicates the nature and scope of the project.

- Receives assignment for a project with instructions indicating the intent of the project and other details concerning the stakeholder's requirements.
- Meets with stakeholder personnel to clarify the intent and to obtain additional information on the project.
- Reviews existing facility building project and construction documents on file to obtain background information of subject property or of any completed projects with similar architectural needs.
- Performs reconnaissance visits to project sites at the pre-design phase to review existing conditions for evaluation of site constraints that will impact the stakeholder's requirements, relevant regulations, and prospective design

considerations. Documents findings on existing conditions and meets with supervisor or other higher-level staff for further technical guidance. May perform follow-up project site visits for more detailed inspections and verifications.

- Inspects the project site to make measurements, sketches, photographs, and otherwise document the actual site and building condition to aid in developing the final architectural design solution and prepares factual written reports of findings.
- Coordinates with all applicable building design disciplines as well as with specification writers, estimators, and schedulers associated with the project to set both the project scope and requirements, schedule and otherwise coordinate such support activities.
- Prepares recommendations to stakeholder after approval by a higher-level architect indicating acceptability of proposed scope, or of any scope changes required to complete the project within prescribed time, budget, design, or engineering considerations.
- Computes rough order of magnitude (ROM) estimated cost and construction time required based on estimates of quantities of materials and labor required, experience on past projects, and on knowledge of the current building market.
- Prepares preliminary drawings where necessary, showing general characteristics of the structure and of proposed design solutions, as well as preliminary cost estimates to complete the project for approval by the supervisor and by the stakeholder.

Prepares construction documents translating project scope into plans, elevations, sections, details, and specifications showing design, location, and dimensions of elements of the structure.

- Following the statement of requirements, preliminary drawings and other relevant documents, applies appropriate architectural techniques in preparing working drawings for the project.
- Confers with supervisor and refers to appropriate publications to ensure that the design complies with regulations, codes, and standards based on best practices.
- Reviews drawings with the supervisor for approval of the design elements.
- Provides drawings, support documents and other necessary information on the project to engineering specialists as well as to specification writers, estimators, and schedulers providing specialized services to the building project.
- Schedules and otherwise coordinates the work of the design professionals contributing to the project to ensure their work is complete, adheres to budget

and schedule, that it meets the project objectives, and that it is compatible to the construction design.

An Assistant Architect on a specific project responsible for the technical supervision of subordinate positions also performs the following tasks.

- Assigns work and provides staff or consultants with necessary documents and drawings covering the architectural requirements of the project as they relate to the assignment.
- Prepares working drawing format and construction details and recommends appropriate technical approach to achieve the architectural requirements of the project.
- Assists staff in solving architectural problems related to the assignment.
- Reviews completed work to ensure technical accuracy, compliance to appropriate building codes and instructions, and that the work is completed within budget and on schedule.

During the construction stages of the project, reviews requests involving clarification or revisions to the architectural plan.

- Evaluates requests and provides architectural advice and guidance in connection with proposed changes. Recommends appropriate action and change orders to implement any changes in the plans.
- Reviews contractor shop drawing submissions.
- May periodically inspect project to resolve problems concerning compliance with drawings and specifications.

After completion of the project, may attend final inspection with the engineer-in-charge and stakeholder to ensure full compliance with drawings and specifications. Prepares written reports of the inspection indicating any modifications and corrections required before final acceptance of the project.

Minimum Qualifications

Assistant Architect

Open Competitive: proof of valid passing scores for at least three of the six division examinations of the National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE); or successful completion of 52 weeks of

service as an Architect Trainee and proof of valid passing scores for at least three of the six division examinations of the National Council of Architectural Registration Boards (NCARB) Architect Registration Examination (ARE).

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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