

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

Classification Standard

Occ. Code 4802100

Architect 1, Grade 24	4802100
Architect 2, Grade 27	4802200

Brief Description of Class Series

Positions in this title series perform architectural work involving the full range of professional activity in the planning, design or technical review of drawings and related details for the creation, construction, rehabilitation or restoration of buildings, groups of buildings, their sites, and facilities. On assigned projects, 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 the architectural project.

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

Distinguishing Characteristics

Architect 1: performance level; possesses a license and current registration as an architect in New York State; under the general direction of higher-level staff, independently performs 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. For any assignment, incumbents may supervise subordinate technical, architectural, administrative or support staff as required.

Architect 2: supervisory level; supervises subordinate licensed architectural and technical staff; plans, directs, and reviews major projects; and serves as head of an architectural section. Positions may be assigned to serve as the principal assistant to a higher-level position responsible for an architectural program in a region or responsible for a statewide architectural program. For any assignment, incumbents typically supervise at least two teams headed by Architects 1, or equivalent contractors, engaged in a wide variety of architectural activities, performing the full range of supervisory duties including mentoring of staff; approving leave and tracking time and attendance; identifying staff development and training needs; evaluating staff performance; and completing performance evaluations.

Related Classes

Assistant Architects are assigned to smaller and less complex projects or parts of projects, the performance of work not requiring a license, and with closer supervision and review exercised over their activities by architects licensed and registered in New York State.

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

Architect 1

For assigned projects, develops, reviews, and evaluates stakeholder programs, the criteria for the design of new buildings or the rehabilitation of existing buildings, and prepares or oversees written reports and construction documents of all findings and decisions made. May coordinate with, oversee, and review the documents and reports prepared by consultant engineers and architects.

- Manages assigned projects requiring architectural services including pre-design, planning programming, site development, design, contract documents, bid phase support and construction phase support.
- Meets and confers with stakeholder personnel responsible for the project to establish the statement of requirements indicating the nature and scope of work for the project to be considered in the design.

- Reviews existing facility building project and construction documents on file to obtain drawings of subject property or of any completed projects with similar architectural problems.
- Inspects the project site to make measurements, sketches, photographs, and otherwise documents the actual site and building condition to aid in developing the final architectural design solution.
- Determines project feasibility relative to the scope requirements, the project budget, and construction schedules.
- Translates stakeholder project requirements into an architectural program which reflects the scope of the work in terms of such factors as space requirements, purpose of project, funding constraints, site limitations, mechanical or electrical requirements, utilities, and occupancy.
- Determines applicable codes and standards which must be adhered to in the design and construction of the project.
- Coordinates with all applicable building design disciplines as well as with specification writers, estimators, and schedulers concerned with the project to set forth project scope, budget, and schedule and otherwise coordinate such support activities.
- Prepares or directs the preparation of programming documents and supporting information for stakeholder approval indicating the project proposal to meet the stakeholder's needs.

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

- Develops schematic design for the project reflecting program requirements, aesthetic design, and materials, including the coordination of the schematic design with all applicable building design disciplines for review and approval by the stakeholder.
- Develops preliminary design incorporating stakeholder comments on schematic drawings prior to the preparation of the working drawings.
- Following the statement of requirements, preliminary and schematic drawings, and other documents, applies appropriate architectural techniques in preparing, or directing the preparation of, working drawings for the project.
- Provides or directs the preparation of drawings, supporting 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 and on schedule, that it meets the project objectives, and that it is compatible to the construction design.

An Architect 1 designated as job captain or lead architect 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.
- Interprets the architectural requirements, prepares construction documents, and constructs 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 instructions, and that the work is completed on schedule.

During the construction stages of the project, makes periodic inspections to ensure full compliance with drawings and specifications and provides advice and guidance in connection with proposed architectural changes.

- Evaluates requests for changes and provides architectural advice and guidance in connection with proposed changes.
- Coordinates change orders to implement changes in architectural plans.
- Reviews contractor shop drawing submissions for approval.
- Participates in meeting with the stakeholder and others involved in the project to ensure the coordination of all activities and to provide advice and guidance in interpreting the contract documents.

Reviews architectural designs submitted by consultants for such factors as conformity with contract requirements, codes and standards, for costs, accuracy and for agreement between the architectural and engineering elements.

After completion of the project, makes final inspection to ensure full compliance with drawings and specifications. Prepares report of inspection indicating any corrections required before the project can be deemed substantially complete.

An Architect 1, representing an agency concerned with maintaining architectural standards of non-State projects, ensures compliance with applicable requirements, and provides advice and guidance to individuals and groups directly concerned with the project.

- Makes field inspection of existing facility to determine if any alterations are necessary to bring the facility into compliance with appropriate codes and standards.
- Serves as technical expert on Code, Life and Fire Safety in legal proceedings to correct or decertify structurally nonacceptable facilities.
- Provides technical advice on structural aspects to survey teams inspecting existing facilities for compliance with applicable State or Federal regulations.
- Meets with applicants during the initial stages of the project to assist by providing technical advice and consultation on the architectural and code requirements and in developing meaningful and efficient plans and specifications for the project.
- Evaluates the project in terms of adherence to accepted architectural practice and conformity to appropriate codes and standards, considering such factors as the orientation of the proposed structure to the site, the functional arrangement in terms of providing adequate service, and for economy of construction and operation.
- Reviews plans, specifications and costs of project through all stages of the architectural planning for compatibility and economy of design and adherence to code, and proposes solutions to resolve architectural problems.
- Advises sponsor on proper bidding procedures and methods.
- Consults with sponsor, architects, and others as to appropriate solutions to architectural problems arising during the construction phase of the project.
- Reviews change orders to ensure compliance with architectural intent and appropriate codes, and makes field inspections of completed projects to determine that the work has been done as specified and meets project specifications.

Architect 2

In addition to performing the duties described for Architect 1:

Plans and directs the design of major building projects; supervises and mentors subordinate licensed architectural and technical staff assigned to the projects.

- Coordinates architectural design activities with other specialties involved in the design and construction of major building projects.
- Oversees the interaction of subordinate staff with in-house or consultant design professionals, technical specialists, cost control, and other units.
- Directs and reviews the technical content and presentation of architectural designs and construction documents.
- Participates in the procurement/selection of consultant contractors.
- Performs the full range of supervisory duties such as performance evaluations, and time and attendance.

May serve as staff advisor concerning building construction, rehabilitation, and maintenance and in planning building programs (including rehabilitation and abandonment) based on current and long-range program policy and objectives. In this capacity, an Architect 2 serves as principal advisor to their agency in all architectural matters and represents their agency in negotiations with the Office of General Services, the Division of the Budget, consultants, and other interested parties.

Minimum Qualifications

Architect 1

Promotion: possession of a license and current registration as an architect in New York State AND one year of permanent service as an Assistant Architect.

Open Competitive: possession of a license and current registration as an architect in New York State.

Architect 2

Promotion: possession of a license and current registration as an architect in New York State AND one year of permanent service as an Architect 1.

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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