

ARCHITECTURAL ASSOCIATE

DEFINITION

Supervises and participates in the preparation of preliminary design sketches and complete architectural working drawings and coordinates the work with the work of other units of the Design, Maintenance and Operations, and Planning Departments.

TYPICAL DUTIES

Prepares complete architectural working drawings.
Prepares complex construction drawings for alterations, improvements, and additions to existing structures, in accordance with approved design criteria.
Checks architectural plans and details for assigned projects.
Reviews engineering plans to identify areas of conflict between architectural and engineering drawings and works with engineering supervisors to resolve design problems.
Participates in construction administration and support, including answering Requests for Clarification, reviewing submittals, and preparing drawings for design changes.
Makes field investigations, feasibility studies, write reports, and contacts District personnel with regard to planning and design development for alteration and improvement projects.
Submits plans and acquires necessary approval from various public agencies.
Prepares preliminary design sketches and material and color schedules for projects.
Checks drawings submitted by contractors for conformance to plans and specifications.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architectural Associate performs architectural design work and supervises, coordinates, reviews, and participates in the work of the Architectural Designers and Architectural Drafting Technicians; makes field investigations; and reviews drawings submitted by contractors.

An Architect performs the more difficult architectural design work; provides technical direction to District architectural personnel, commissioned architects, and consulting engineers; and signs plans and specifications as a registered architect.

An Architectural Designer drafts the architectural phases of school building projects, assists in the design of larger projects, and designs smaller projects. Preliminary sketches are prepared under the supervision of higher level architectural personnel.

SUPERVISION

General supervision is received from the Supervising Architect. Supervision is exercised over personnel in the classes of Architectural Designer, Architectural Drafting Technician, and Engineering Aide.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural designing, planning, detailing, and current drafting practices
- Architectural characteristics of building materials
- Building codes relating to school, commercial, and governmental construction
- Principles of energy conservation applicable in building design
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Analyze architectural problems pertaining to assigned projects and present appropriate solutions
- Supervise effectively
- Interpret codes from the California Department of Education, American Disability Act, and Building codes
- Work effectively with diverse groups
- Present multiple plan and/or design options to diverse groups

Special Physical Requirement:

- Ability to climb ladders, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture. Qualifying experience in addition to that required below may be substituted on a year-for-year basis for two years of the required education.

Experience:

Three years of architectural design experience on large commercial, government or school building structures that included the use of at least one recognized computer-aided design software system.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Updated
11-05-25
Transportation
Language Only
