

ARCHITECTURAL DESIGNER

DEFINITION

Prepares complete architectural drawings for school buildings and other structures with design responsibility for projects of limited difficulty.

TYPICAL DUTIES

Prepares construction drawings for new buildings and alterations, improvements, and modernizations of existing buildings, in accordance with approved building guides and design criteria.

Prepares preliminary studies and sketches for alterations and additions to building structures, as well as for new or modified school equipment. Makes architectural computations and prepares scaled detail drawings.

Coordinates work during the design stage of each project with designers in the civil, mechanical, electrical, and structural engineering units and with specification writers.

Reviews information on file and visits project sites to obtain information on conditions and to study architectural problems.

Confers with administrators, supervisors, school principals, and other personnel concerning details of projects and deviations from architectural design criteria.

Checks shop drawings prepared by contractors for conformance to plans and specifications and indicates needed corrections and changes.

Assists in the interpretation of plans and specifications to construction inspectors and contractors.

Secures information from catalogs on building materials and equipment.

Occasionally develops limited architectural designs and details of new buildings from preliminary sketches and other available data.

May assist in making color selections for alterations, improvements, and modernization projects.

May prepare drawings of architectural design guides or buildings and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

An Architectural Associate performs and supervises activities of architectural drawings for District structures and provides technical advice to architectural personnel.

An Architectural Drafting Technician performs skilled architectural drafting from approved preliminary sketches under the immediate supervision of higher level architectural personnel, but is not responsible for architectural design.

SUPERVISION

General supervision is received from an Architect or higher level administrator. Work direction may be given to Architectural Drafting Technicians and Engineering Aides.

CLASS QUALIFICATIONS

Knowledge of:

- Terminology, symbols, and sources of architectural drafting and design information
- Architectural customs and practices in expressing ideas, designs, and data in drawings
- Applicable State and local codes and ordinances
- Methods and principles of architectural design
- Building construction practices as they relate to the architectural features of school buildings
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Interpret architectural and engineering plans and specifications
- Work effectively and cooperatively with school personnel

Special Physical Requirement:

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

ENTRANCE QUALIFICATIONS

Graduation from a recognized college or university with a bachelor's degree in architecture or architectural engineering. Successful completion of at least one course in a recognized major computer-aided design software system is required.

or

Four years of experience in architectural drafting or design work that included the use of at least one recognized major computer-aided design software system.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-05-25
MHO