

Architectural Technologist II

DEFINITION

This is senior level technical architectural and supervisory work.

Employees of this class prepares more complex architectural drawings and contract specifications and may be responsible for providing technical assistance to the Architectural Technologist I. Major functions involve responsibility for the production of architectural working drawings and associated documentation and for the inspection and coordination of drafting work. Duties include preparing general conditions of contract and instructions to bidders and answering a variety of technical inquiries from contractors and consultants regarding working drawings and contract specifications.

Incumbents are expected to perform with a high degree of technical independence referring to a superior for assistance with problems or with regard to architectural questions. Work is subject to review for the extent to which objectives are met. Incumbents are usually responsible for supervising the work of Architectural Technologist I subordinates.

TYPICAL DUTIES*

Performs technical drafting work in the preparation of architectural drawings including the development of designs from architect's instructions and sketches and working drawings for new construction and renovations.

Prepares contract specifications; develops specification format and coordinates responsibilities with consultants; prepares general conditions of contract and instructions to bidders; prepares addenda to contract documents; selects and specifies building materials.

Coordinates the technical architectural drafting work of a small to moderate number of subordinates; provides technical advice as required; checks and interprets contract documents.

Inspects construction sites and advises on deficiencies.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of architectural drafting terminology, practices and techniques.

Considerable knowledge of contract specification writing.

Knowledge of architectural principles and practices and modern building construction methods and materials.

Ability to understand and execute oral and written instructions and to interpret building construction plans, specifications and other architectural data.

Ability to coordinate the work of subordinates.

Ability to establish and maintain effective working relations as necessitated by work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

A two (2) year diploma in the Architectural Technology program at N.A.I.T. or equivalent institute and six (6) years directly related architectural drafting and contract specification work. Eligible for membership in the Alberta Society of Engineering Technologists (ASET).

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0654		0655	
Last Updated:	1985-12			
Previous Updates:	1981-06			
Originated:	1972-10			