

EDITED TASK LISTING

CLASSIFICATION: ARCHITECTURAL DESIGNER

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Consult with the project Architect to determine the most appropriate and effective methods of graphic presentations through discussions/meetings using office standards based on project scope/deadlines.
2.	Coordinate with the project Engineer(s) to develop consistent graphic presentations between the disciplines through discussions/meetings using office standards based on project scope/deadlines.
3.	Consult with the project Engineers to determine the most appropriate and effective methods of graphic presentations through discussions/meetings using office standards based on project scope/deadlines.
4.	Consult with other staff members to determine the most appropriate and effective methods of graphic presentations through discussions/meetings based on project scope/deadlines.
5.	Perform a wide variety of design for building spaces utilizing field data, communication, and software in compliance with applicable codes and standards based on project scope/deadlines.
6.	Perform drafting services to develop construction documents, schematic plans and exhibits utilizing computer software and/or hand tools in response to project scope/deadlines.
7.	Utilize computer aided drafting to develop construction documents, schematic plans and exhibits in response to project scope/deadlines.
8.	Produce maps utilizing computer software and/or hand tools in response to project scope/deadlines.
9.	Produce sketches utilizing computer software and/or hand tools in response to project scope/deadlines.
10.	Produce elevations utilizing computer software and/or hand tools in response to project scope/deadlines.
11.	Produce plans utilizing computer software and/or hand tools in response to project scope/deadlines.
12.	Produce sections utilizing computer software and/or hand tools in response to project scope/deadlines.
13.	Produce details utilizing computer software and/or hand tools in response to project scope/deadlines.
14.	Produce specifications from department standards utilizing computer software in response to project scope/deadlines.
15.	Utilize graphic applications in developing architectural drawings in response to project scope/deadlines.
16.	Utilize graphic applications in developing engineering drawings in response to project scope/deadlines.
17.	Utilize graphic applications in developing written reports in response to project scope/deadlines.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ARCHITECTURAL DESIGNER

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
18.	Utilize graphic applications in developing oral presentations in response to project scope/deadlines.
19.	Perform calculations in compliance with applicable codes and standards in response to project scope/deadlines.
20.	Verify existing building conditions at institutions/camps with digital cameras, and measuring devices (i.e., tape measures, digital levels, etc.) in response to project scope/deadlines.
21.	Incorporate field notes into drawings and reports in response to project scope/deadlines.
22.	Coordinate with field construction staff during development of contract documents utilizing software, meetings and review comments in response to project scope/deadlines.
23.	Coordinate with plant operations staff during development of contract documents utilizing software, meetings and review comments in response to project scope/deadlines.
24.	Utilize AutoCAD software to develop construction documents, schematic plans and exhibits in response to project scope/deadlines.
25.	Clarify approved contract documents with plant operations staff utilizing software, meetings and construction administration documents (i.e., request for information, construction bulletin, change order, etc.) in response to project scope/deadlines.
26.	Clarify approved contract documents with field construction staff utilizing software, meetings and construction administration documents (i.e., request for information, construction bulletin, change order, etc.) in response to project scope/deadlines.
27.	Perform design of charts for use in construction documents, reports and exhibits using software and/or hand tools in response to project scope/deadlines.
28.	Perform design of diagrams for use in construction documents, reports and exhibits using software and/or hand tools in response to project scope/deadlines.
29.	Research existing documentation at the office of the State Architect archives/plan room through communications and/or visits in response to project scope/deadlines.
30.	Retrieve existing documentation at the office of the State Architect archives/plan room through communication and/or visits in response to project scope/deadlines.
31.	Research existing documentation at the Department plan room through communication and/or visits in response to project scope/deadlines.
32.	Retrieve existing documentation at the Department plan room through communication and/or visits in response to project scope/deadlines.
33.	Research existing documentation at the project site plan operation plan room through communication and/or visits in response to project scope/deadlines.
34.	Retrieve existing documentation at the project site plan operation plan room through communication and/or visits in response to project scope/deadlines.
35.	Verify existing construction types/assemblies at the project location through visual observations and review of record documentation in response to project scope/deadlines.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ARCHITECTURAL DESIGNER

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
36.	Verify equipment/materials at the project location through visual observations and review of record documentation in response to project scope/deadlines.
37.	Attend in house or on-site meetings/conference calls in order to define/resolve issues and provide project updates in response to project scope/deadlines.
38.	Resolve construction problems utilizing software, meetings and construction administration documents (i.e., request for information, construction bulletin, change order, etc.) in response to project scope/deadlines.
39.	Coordinate with procurement to review and approve through construction administration documents (i.e., pre-bid review, post-bid review, submittals, etc.) the acquisition of construction materials and/or services in response to project scope/deadlines.