

EDITED KSAPC LISTING

CLASSIFICATION: Architectural Assistant

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of various materials and systems used in building construction and their commercial units to review project submittals from the field and answering Request for Information (RFI).
K2.	Basic knowledge of architectural and construction details and architectural practices in addressing Red Lines, making designs and working drawings for building construction purposes to prepare construction documents and specifications.
K3.	Basic knowledge of detailing and building components to assemble detail sheets as they pertain to specific project types.
K4.	Basic knowledge of applicable building codes and ordinances to comply with accessibility requirements, path of travel, occupancies and construction types.
K5.	Comprehensive knowledge of architectural drafting procedures and equipment to know how to set up construction documents, general dimensioning guidelines and keynoting.
K6.	Comprehensive knowledge of state-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD) and large format printer, Word and personal computers, used in the preparation of architectural drawings to assist in the creation of working drawings and specifications.
K7.	Basic knowledge of architectural history and design encompassing environmental, energy and user needs to comply with the Office of the Historical Preservation and compliance with Title 24 and Leadership in Energy & Environmental Design (LEED) requirements.
K8.	Basic knowledge of safe work practices to protect staff and clients and comply with California Occupational Safety & Health (CAL- OSHA) and California Office of Statewide Health Planning & Development (OSHPD) requirements.

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Ability to:	
A1.	Communicate effectively at a level required for successful job performance to comply with supervisors, engineering staff, OT's and outside agencies.
A2.	Read and interpret plans and specifications to prepare construction documents.
A3.	Make neat and accurate architectural drawings to assist in the creation of working drawings and specifications.
A4.	Prepare list of materials from architectural plans for bidding purposes.
A5.	Detect errors and discrepancies in plans and specifications to coordinate plans between disciplines.
A6.	Organize data and prepare reports and specifications in clear and concise form to create construction documents.
A7.	Use state-of-the-art technology, i.e., CADD and personal computers and plotters to create construction documents.
A8.	Perform architectural design and drafting to respond to create construction documents, RFI's and change orders.
A9.	Select appropriate finish materials and colors to make sure that the client has a clear understanding of the intent of the drawings and specifications.