

EDITED TASK LISTING

CLASSIFICATION: Architectural Assistant

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

Task Statements	
1.	Prepare basic drawings such as floor plans, roof plans, elevations and sections from data supplied to ensure that code compliance and project requirements are met using various resources (e.g., Standard Design Documents [SDD], Design Criteria Guidelines [DCG], California Building Codes, etc.) as required.
2.	Provide material listings to management to ensure conformance with building codes, specifications required for construction of simple buildings using various resources (e.g., SDD, DCG, California Building Codes, etc.) as required.
3.	Produce Computer-Aided Drafting & Design (CADD) sheets for basic details and projects as needed to ensure any modifications are in compliance with California Building Codes utilizing various resources (e.g., DCG, plans, specifications, etc.).
4.	Research products on line from various manufacturers as requested by management to acquire the most cost effective materials utilizing various resources (e.g., verbal communication skills, knowledge, computer applications, etc.).
5.	Research materials on line from various manufacturers as requested by management to acquire the most cost effective materials utilizing various resources (e.g., verbal communication skills, knowledge, computer applications, etc.).
6.	Assist in compiling outline specifications for schematic level working documents utilizing various resources (e.g., SDD, DCG, computer applications, manuals, plans, etc.) as requested.
7.	Distribute cost analyses documents of completed projects to management to ensure that the scope of services and fees established in the final contract parameters were met utilizing various resources (e.g., manuals, knowledge, computer applications, etc.) as required.
8.	Assist in basic design and prepare working drawings of average difficulty for the construction of new buildings and alterations to existing buildings ensuring building code compliance utilizing various resources (e.g., DCG, plans, specifications, etc.) as needed.
9.	Compile basic field information for the preparation of preliminary design and final plans used to determine scope of services and fees using various resources (e.g., DCG, codes, regulations, manuals, knowledge, computer applications, etc.) as required.
10.	Compile basic field information for the preparation of preliminary design and final plans used to establish the final contract parameters using various resources (e.g., DCG, codes, regulations, manuals, knowledge, computer applications, etc.) as required.
11.	Perform basic quantity calculations of materials used in architectural projects to determine the amount of materials on hand/needed for completing future projects utilizing various resources (e.g., manuals, knowledge, computer applications plans, specifications, etc.) as needed.
12.	Perform basic code searches used in architectural projects to ensure that current/future projects are in compliance with building codes utilizing various resources (e.g., DCG, California Building Codes, regulations, etc.) as required.

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

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13.	Interpret basic codes used in architectural projects to ensure that current/future projects are in compliance with building codes utilizing various resources (e.g., design criteria guidelines, California Building Codes, regulations, etc.) as required.
14.	Verify shop drawings and materials submittals of average difficulty for contact compliance with management to ensure that specifications are in compliance utilizing various resources (e.g., DCG, SDD, codes, regulations, etc.) as needed.
15.	Prepare draft specifications of simple projects for management review to ensure that specifications are in compliance with project scope utilizing various resources (e.g., DCG, SDD, codes, regulations, etc.) as requested.
16.	Prepare presentation drawings, including perspective and sketches for current/future construction projects to ensure conformance using various resources (e.g., DCG, SDD, codes, regulations, manuals, knowledge, etc.) as required.
17.	Assist in the development and modification of basic standard details regarding projects within a facility to ensure compliance utilizing various resources (e.g., DCG, SDD, detail library, codes, regulations, etc.) as needed.
18.	Compile “As-Built” drawings for CADD backgrounds to produce accurate drawings of existing conditions using various resources (e.g., CADD, knowledge, computer applications, etc.) as required.
19.	Compile “As-Built” drawings for CADD backgrounds for the consultant or project lead using various resources (e.g., CADD, knowledge, computer applications, etc.) as required.
20.	Modify working drawings based on code searches and interpretation to ensure code compliance of the project utilizing various resources (e.g., DCG, California Building Codes, regulations, etc.) as required.
21.	Create As-Build drawings from mark- up construction sets, RFI’s and change orders to ensure proper archive drawings utilizing various resources (e.g., CADD, and records sets, etc.) as required.
22.	Compile reports to respond to request from the field for minor modification to the facility that do not require drawings utilizing various resources (e.g., personal computer, standard response forms, etc.) as requested.
23.	Set-up electronic project files for standard project start-up to ensure project design follows standardized format utilizing various resources (e.g., personal computer, standard response forms, etc.) as requested.
24.	Create samples materials board for presentation purposes (e.g., floor base, floor finish, wall finish, ceiling material, etc.) to procure client approval utilizing a foamcore board, mounting materials and product samples as requested by project lead.

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25.	Create Title block sheets (e.g., current code listings, vicinity maps, sheet index, project name, scope of work, approval stamps, and code summary etc.) for the project lead to ensure proper project information is listed utilizing various resources (e.g., California Building Codes, standard forms, on line resources, etc.) as required.
26.	Plot finished documents for the project lead to produce construction documents that can be distributed to the field for construction or bidding utilizing various resources (e.g., CADD and plotters) as required.
27.	Collate finished documents for the project lead to produce construction documents that can be distributed to the field for construction or bidding utilizing various resources (e.g., CADD and plotters) as required.
28.	Procure licensed signatures on stamps for the project lead to produce construction documents that can be distributed to the field for construction or bidding utilizing various resources (e.g., CADD and plotters) as required.
29.	Contact facilities to verify existing conditions match background drawings utilizing various resources (e.g., email, personal communication skills, telephone, etc.) as requested by the project lead.
30.	Transfer background drawings to/from archive CD-Roms for initial project start-up utilizing various resources (e.g., CADD and working archive sets) as required.
31.	Transfer background drawings to/from archive CD-Roms for initial project completion utilizing various resources (e.g., CADD and working archive sets) as required.
32.	Assist other disciplines with drafting skills as needed to meet project deadlines utilizing CADD.
33.	Coordinate with other specialties to ensure agreement on final design with various departmental jurisdictions utilizing various resources (e.g., email, personal communication skills, telephone, etc.) as directed by the project lead.
34.	Update progress reports according to workload assignment, ensuring project stays on schedule utilizing Project Informational Management System (PIMS) on a daily basis.
35.	Input comments/corrections from schematic design review into the working documents utilizing various resources (e.g., CADD, PIMS, email and marked-up sets, etc.) as required.