

ARCHITECTURAL INTERN

General Statement of Duties and Responsibilities

Under direct supervision, performs elementary architectural work in the field or office and receives a course of training in architectural work of moderate difficulty and responsibility on the Assistant Architect level. The work and training may be in one or more of the following architectural areas: development, design, construction, inspection, operations, maintenance, etc., performs related work.

Examples of Typical Tasks

Assists in research, investigations, studies or examinations related to the architectural functions and activities of a department or agency.

Assists in the preparation of drawings related to the architectural plan for the construction, remodeling or repair of public works, structures, or installations. Makes, traces, inks and letters drawings of acceptable standard quality. Participates in the writing of specifications and in the preparation of cost estimates and estimates of quantities.

As directed, and according to prescribed procedures or standard diagrams, makes interpretative detail sketches or layouts of portions or aspects of the architectural plan as proposed or adopted.

On an elementary level, assists in analysis of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances. May participate in the development of designs of exteriors, interiors, facades, ornamental work, sculpture, grounds and walks, etc.

ARCHITECTURAL INTERN (continued)

Examples of Typical Tasks (continued)

Assists in the review of examination of plans for the construction, demolition or alteration of structures in connection with the issuance of certificates of occupancy or other requisite or pertinent permits and for compliance with the provisions of law, rule or regulation.

Participates in routine inspection operations, or on an elementary level in supervision of the operation and maintenance of public works or projects under the jurisdiction of the agencies.

Receives training in performing the above and in such tasks as: supervising a small squad, unit or group engaged in the performance of elementary architectural work; engaging in research, investigations, studies or examinations related to the architectural functions or activities of a department or agency; preparing maps, plans, drawings, specifications; making computations, estimating costs, materials and labor requirements; and participating in and/or supervising the inspection of premises, installations, materials and equipment to assure adherence to specifications, plans, contracts and standards of good workmanship.

Qualification Requirements

A Bachelor of Architecture or a Master of Architecture that is the first professional degree in architecture from an accredited college. Any other type of architectural degree or a degree in architectural technology is **not** acceptable.

ARCHITECTURAL INTERN (continued)

Direct Lines of Promotion

This is an intern class of positions. At the end of one year of satisfactory service and training, employees in this class of positions will receive a regular appointment to Assistant Architect (21210).