



**Code: 5402**

Family: Planning and Urban Development

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: Architectural

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## **CLASS TITLE: ARCHITECT II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs fully functional professional architectural duties in connection with the design, construction and renovation of small to moderate scale projects for municipal buildings, facilities and structures, and performs related duties as required

### **ESSENTIAL DUTIES**

- Prepares architectural plans and designs for construction and renovation projects of municipal buildings and facilities of small to moderate size, scope and complexity
- Visits field sites to make or approve routine design changes
- Revises plans and specifications based on client input or site requirements and conditions
- Reviews plans, specifications and cost estimates prepared by design firms bidding on municipal projects
- Meets with departmental staff, clients and consultants to determine scope of services, budget guidelines and specifications for small to moderate scale construction and renovation projects
- Reviews building construction and renovation plans prepared by contractors for compliance with building code requirements
- Establishes timelines, implements processes and monitors the progress of assigned projects
- Attends design, progress and pencil pay application meetings
- Reviews contractor invoices for accuracy and provides feedback and recommendations on reviewed proposals
- Prepares analysis and related reports on the status and costs of architectural projects
- Tracks and maintains required documentation for assigned projects
- Assists the public in interpreting building code requirements and revising building code plans

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Architecture plus one year of professional architectural work experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions and work sites with uneven terrain

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field survey instrumentation

## **PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended periods of time

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Moderate knowledge of:

- \*principles and practices of architectural planning and design
- \*computer aided drafting and applicable software programs
- \*applicable mathematical principles and applications
- \*building permit policies, procedures and regulations

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the Architect I class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS – Use mathematics to solve problems
- \*MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

Other skills as required for successful performance in the Architect I class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Architect I class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2015