

**STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION**

<u>CLASSIFICATION SERIES:</u> Architect	<u>SERIES NO.:</u> 8511
<u>MAJOR AGENCIES:</u> Adjutant General, Administrative Services, Industrial Relations, Mental Health, Mental Retardation/Developmental Disabilities, Natural Resources, Rehabilitation Services Commission, Transportation	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:
The purpose of the architect occupation is to provide &/or review architectural drawings & plans for construction of new facilities &/or improvements/alterations of existing facilities & provide related architectural services.

At the lowest level, incumbents, under close supervision from licensed architect, assist licensed architects &/or engineers.

At the second level, incumbents, under supervision of licensed architect, plan & design projects, prepare drawings & specifications & assist in monitoring construction of projects.

At the full performance level, incumbents prepare &/or review drawings & specifications & oversee projects or resolve construction claims/disputes between contractors & employing agency & act as project manager.

At the supervisory level, incumbents supervise lower-level architects.

At the administrative level, one incumbent acts as either the Construction Codes Certification Engineer or the Code & Certification Construction Architect by providing technical expertise in respective area to assist the Board of Building Standards in promulgating construction codes for the State of Ohio & develop & administer technical programs for the Board of Building Standards.

At the highest level, incumbents administer & coordinate activity affecting the planning & construction of state &/or community owned capital improvement projects funded by given department, or administer architectural services section of assigned agency & supervise assigned personnel.

Note: Only licensed architects are professionally responsible for architectural building design work as the designer of record.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Designer 1	85110	30	05/14/1995

CLASS CONCEPT:
The entry level class works under close supervision from licensed architect or engineer & requires working knowledge of architecture & engineering mechanics & graphics in order to assist in reviewing architectural drawings & plans for new construction &/or improvements/alterations of existing facilities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Designer 2	85111	32	05/14/1995

CLASS CONCEPT:
The developmental level class works under supervision from licensed architect & requires working knowledge of architecture & engineering mechanics & graphics in order to plan & design projects for repair, alteration or improvement of existing facilities or construction of new facilities & assist in monitoring construction of projects.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Architect	85113	34	05/14/1995

CLASS CONCEPT:
The full performance level class works under direction & requires thorough knowledge of architecture & engineering mechanics & graphics in order to plan &/or review, design & oversee projects for construction &/or improvement/alteration of facilities or resolve construction claims/disputes between contractors & employing agency, serve as staff specialist providing technical assistance on architectural matters, act as project manager (i.e., provides work direction & training) over lower-level architectural staff & sign & seal architectural drawings as licensed architect.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Architect Supervisor	85115	15	11/25/2001

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of architecture & engineering mechanics & graphics in order to supervise lower-level architects & sign & seal architectural drawings as licensed architect.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Assistant Architect Administrator	85116	15	01/09/2005

CLASS CONCEPT:

The administrative level class works under general direction & requires extensive knowledge of architecture or engineering & related laws & rules & national codes & standards in order to act as Construction Codes Certification Engineer or Code & Certification Construction Architect to assist Board of Building Standards in promulgating construction codes for State of Ohio & develop & administer technical programs for Board of Building Standards (i.e., classification is restricted to Ohio Department of Commerce).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Architect Administrator	85117	16	11/25/2001

CLASS CONCEPT:

The managerial level class works under general direction & requires extensive knowledge of architecture & engineering mechanics & graphics in order to administer overall architectural services program & supervise personnel for assigned agency, or administer & coordinate activity affecting planning & construction of state &/or community owned capital improvement projects funded by given department & sign & seal architectural drawings as licensed architect.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Designer 1	85110	13	05/14/1995	30

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Under close supervision from licensed architect, assists licensed architect or engineer in completion of portion of project (e.g., assists in preparation of construction drawings using drafting equipment; researches building codes; assists in performing field measurements of facilities; calculates material & labor costs for projects; assists in performing inspections of project sites to ensure compliance with plans & specifications).

Prepares project progress reports, daily work logs & project completion reports; posts changes & updates reference information; maintains active project files; gathers, reads & maintains literature & confers with architect &/or engineers to keep abreast of changes in & improve knowledge of field of architecture &/or civil engineering.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture & engineering mechanics & graphics; Ohio building codes & related regulations applicable to projects*. Skill in use of manual drafting &/or automated engineering hardware & software. Ability to review &/or draw plans & specifications in compliance with applicable building codes & related regulations; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in architecture.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Designer 2	85111	13	05/14/1995	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Under supervision from licensed architect, completes project-wide assignments (e.g., prepares preliminary & final plans, specifications & cost estimates & reviews plans & drawings for compliance with state & federal laws) & submits completed plans to licensed architect for review & signature & seal by licensed architect.

Assists in monitoring construction of assigned projects; researches & analyzes information to make recommendations to resolve disputes; reviews shop drawings & recommends approval or disapproval; prepares progress reports; gathers & maintains literature & confers with architects & engineers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture & engineering mechanics & graphics; Ohio building codes & related regulations applicable to projects*. Skill in use of manual drafting &/or automated engineering hardware & software. Ability to review &/or draw plans & specifications in compliance with applicable building codes & related regulations; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in architecture; 12 mos. trg. or 12 mos. exp. in architectural drafting.

-Or completion of associate core program; 36 mos. trg. & 36 mos. exp. in architectural drafting.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Architect	85113	13	05/14/1995	34

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Prepares &/or reviews architectural drawings & specifications for new construction &/or improvement/alteration of existing facilities & oversees projects (e.g., reviews drawings & makes recommendations on contracted design work; acts as liaison between consultant/contractor & agency; prepares preliminary & final plans, specifications & cost estimates; evaluates bids submitted by contractors; assists in resolving construction problems/conflicts in field); or researches & analyzes information as to whether claims for additional compensation under construction contracts should be made & prepares report with recommendation to resolve claim/dispute & performs other architectural services (e.g., meets with architects, consultants & other agency representatives concerning building projects in developmental stage; approves pay requests & change orders; reviews construction in progress) & acts as project manager (i.e., provides work direction & training) over designers, engineers & technical staff assigned to project team & signs & seals architectural drawings as licensed architect.

Reviews bids of consulting firms, evaluates their qualifications & makes recommendation for selection for design projects; serves as staff specialist advising other departmental staff on architectural matters (e.g., space utilization, building codes & Americans with Disabilities Act requirements); prepares required reports & records related to current & completed projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture & engineering mechanics & graphics; employee training & development*; Ohio building codes & related regulations applicable to projects*. Skill in use of manual drafting &/or automated engineering hardware & software. Ability to review &/or draw plans & specifications in compliance with applicable building codes & related regulations; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with consultants/contractors & other governmental representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice architecture per Section 4703.06 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certificate as specified per Section 4703.13 of Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel; may work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Architect Supervisor	85115	EX	11/25/2001	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level architects, engineers & designers in implementation of architectural programs & projects, coordinates implementation of architectural projects with outside departments & contractors, participates in development of agency/sectional policies & procedures related to architectural program & provides input on architectural budget & signs & seals architectural drawings as licensed architect.

Prepares &/or reviews architectural drawings & specifications for new construction &/or improvement/alteration of existing facilities & oversees projects (e.g., reviews drawings & makes recommendations on contracted design work; acts as liaison between consultant/contractor & agency; plans & designs projects; prepares preliminary & final plans, specifications & cost estimates; reviews all construction documents; directs & evaluates bids submitted by contractors; participates in resolving construction problems/conflicts in field; researches & analyzes information as to whether claims for additional compensation under construction contracts should be made & prepares report with recommendation to resolve claims/disputes & performs other architectural services (e.g., meets with architects, consultants & other agency representatives concerning building projects in developmental stage; approves pay requests & change orders; reviews construction in progress).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principle/techniques*; architecture & engineering mechanics & graphics; employee training & development; Ohio building codes & related regulations applicable to projects*. Skill in use of manual drafting &/or automated engineering hardware & software. Ability to review &/or draw plans & specification in compliance with applicable building codes & related regulations; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & consultants/contractors, other governmental representatives &/or community agency representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice architecture, per Section 4703.06 of Revised Code; 36 mos. trg. or 36 mos. exp. in architectural drafting; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certificate as specified per Section of 4703.13 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Architect Administrator	85116	EX	01/09/2005	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Department of Commerce only, acts as Construction Codes Certification Engineer or Code & Certification Construction Architect to assist Board of Building Standards (i.e., BBS) in promulgating construction codes for State of Ohio (e.g., reviews & evaluates existing & proposed nationally developed construction codes & standards for possible incorporation & adoption into Ohio's administrative rules; reviews & evaluates existing & proposed state & federal legislation & rules of other state agencies to determine impact on BBS' responsibilities; drafts proposed new & amended administrative rules affecting Ohio Building Code, Ohio Plumbing Code, Ohio Mechanical Code, Ohio elevator Code, Ohio Pressure Piping rules, Ohio Boiler & Unfired Pressure Vessel Rules & other Ohio codes & standards; researches & evaluates petitions to amend BBS' rules & makes recommendations to BBS; works with other state & federal agencies, legislators, professionals, public & private interest groups, contractors, advisory groups & other interested parties to coordinate agency rules & drafting of code language; coordinates administrative procedures for rule filings),

AND

as Code & Certification Construction Architect, performs field visits, investigates & reviews building department operations to include general administrative operations, plan review & inspection processes, evaluates actions of building officials, building inspectors & plans examiners, & reports findings to BBS, develops & maintains records, policies & procedures, provides statewide training programs for building departments, building officials, building inspectors & plans examiners, develops & maintains records, policies & procedures for evaluation & approval of products, materials, testing laboratories & inspection procedures, researches & develops technical articles & research papers, including BBS' technical memo, code commentary, & quarterly newsletter, & administers & monitors BBS sponsored seminars to ensure that contracted instructors are teaching material consistent with intent of building codes; or as Construction Codes Certification Engineer, reviews construction drawings, material specifications, design calculations, quality control procedures, & engineering reports of non-standard pressure vessels proposed for use in Ohio & makes recommendations to BBS regarding acceptability, researches, reviews & evaluates products & materials for use in Ohio & makes recommendations to BBS, & develops & presents technical presentations, prepares training seminars, code commentary, BBS memos, technical articles for newsletter & other informational & educational materials for building officials, building inspectors, & plans examiners, performs field visitations & inspections of building departments & building department personnel, & develops, schedules administers, & grades examinations for certification of Automatic Sprinkler Inspectors.

Attends task force meetings; writes reports & offers technical assistance to executive secretary; provides support, monitoring & assistance to Ohio Industrialized Unit plan review; reviews technical articles & other publications to keep BBS informed of new architectural developments & to ensure BBS' rules keep pace with current technology; attends BBS meetings & BBS committee meetings to advise & assist members of BBS.

Researches & responds to code inquiries from other state departments, boards, administrative agencies, legislators, professional, public & private interest groups, & individuals; drafts/submits code changes & travels to national code development conferences; testifies at building code hearings or national model code change hearings on behalf of BBS on issues that impact Ohio codes; represents BBS on several national code development technical committees; makes presentations at various professional society & contractor association meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture or engineering; Ohio construction codes & rules & related national codes & standards & federal laws; Chapter 119 governing administrative rule related procedures*. Skill in use of personal computer & office systems software &/or building analysis software. Ability to deal with many variables & determine specific course of action; originate &/or edit technical, scientific or advanced literary publications & assist in originating policies & administrative rules; classify information about data, people or things; handle routine & sensitive inquiries from architects, engineers, legislators, other governmental officials, advisory groups, attorneys, contractors, professional, public & private interest groups, & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Position as Construction Codes Certification Engineer requires Ohio Certificate of Registration as Professional Engineer, per Section 4733.02 of Revised Code; 5 yrs. exp. as registered professional engineer.

Position as Code & Certification Construction Architect requires Ohio Certificate to practice architecture, per Section 4703.06 of Revised Code; 5 yrs. exp. as licensed architect.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of appropriate certification or registration as required by Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Architect Administrator	85117	EX	11/25/2001	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & coordinates overall agency architectural program affecting planning & construction of state &/or community-owned capital improvement projects (e.g., provides direction & rule & policy interpretation; analyzes project & determines appropriate budget based upon published & historical project costs; ensures projects are in accordance with departmental standards &/or applicable codes; arbitrates contract disputes), supervises lower-level architects; or administers & coordinates activity affecting planning & construction of state &/or community owned capital improvement projects funded by given department & signs & seals architectural drawings as licensed architect.

Reviews &/or coordinates review of architectural plans, specifications & cost estimates; reviews & approves change orders; prepares & maintains records & reports on current & completed projects.

Provides professional assistance regarding proposed construction, renovation sites, real property or community projects to contractors, applicants &/or other governmental representatives; advises departmental officials concerning new policies, processes or procedures to maximize programs or fiscal effectiveness.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; architecture & engineering mechanics & graphics; Ohio building codes & related regulations applicable to projects*. Skill in use of manual drafting &/or automated engineering hardware & software. Ability to review &/or draw plans & specification in compliance with applicable building codes & related regulations; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & consultants/contractors, other governmental representatives &/or community agency representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice architecture per Section 4703.06 of Revised Code; 48 mos. trg. or 48 mos. exp. in architectural drafting; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certificate as specified per Section 4703.13 of Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel.