



**Code: 5401**

Family: Planning and Urban Development  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Architectural

---

## **CLASS TITLE: ARCHITECT I**

### **CHARACTERISTICS OF THE CLASS**

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

### **ESSENTIAL DUTIES**

- Prepares preliminary drawings of portions and components of structures for the construction and renovation of municipal buildings and facilities
- Visits field sites to collect data and verify information required for the completion of architectural plans
- Revises routine plans and specifications based on client input or site requirements and conditions
- Assists in the review of architectural plans, specifications and cost estimates prepared by design firms bidding on small municipal projects
- Meets with departmental staff, clients and consultants to determine scope of services, budget guidelines and specifications for small scale construction and renovation projects
- Reviews routine building construction and renovation plans prepared by contractors for compliance with building code requirements
- Participates in establishing timelines, implementing processes and monitoring the progress of assigned projects
- Attends design, progress and pencil pay application meetings, as required
- Reviews submitted 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 preparing and revising building code plans and providing related information

**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

#### **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**

Some 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

### **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

### **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 MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

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.

---

City of Chicago  
Department of Human Resources  
May, 2015