Architectural/Engineering Professional II (3453)

Basic Purpose/Job Function: Provides architectural, interior design, and/or space planning services.

Examples of Titles Replaced: Facilities Designer; Project Coordinator, Architectural & Engineering Services; Staff Architect

Typical Functions May Include:

1. Consulting with other University professional staff to gather project scope and space requirements for proposed building modification or new structures
2. Assisting in the preparation and maintenance of records and drawings for construction and renovation projects
3. Providing guidance and general supervision to personnel assigned to specific projects
4. Reviewing and/or developing construction drawings and specifications for completeness and accuracy
5. Selecting and specifying movable equipment and furnishings
6. Answering project questions and coordinated information as main contact for clients, vendors and contractors
7. Providing regular progress reports for current projects
8. Inspecting construction projects for building modifications
9. Assisting in the preparation of project cost estimates
10. Performs other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise student employees.

Supervision Received: Receives general supervision from designated supervisor

Minimum Qualifications:

- **Education**: Bachelors Degree  
  **Type**: Architecture, Interior Design, Engineering or as determined by department

- **Experience**: 18 – 36 months  
  **Type**: Architecture, Design, Construction

- **Skills**: Effective oral and written communication skills; computer aided drafting, such as AutoCAD; reading and interpreting construction drawings; able to perform complex mathematical computations using algebra and geometry or higher levels of math.

- **Special Requirements**: Must be physically able to enter construction sites and to ascertain the quantity and quality of work in progress and to perform detailed on-site inspections which involve visual examination, climbing of ladders or scaffolds and traversing areas where normal construction related hazards exist.
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- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.