

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 004409  
Grade 19**

**ARCHITECT I**

**DEFINITION OF CLASS:**

This is entry level work as a professional architect, where the employee gains experience in practicing fundamental architectural concepts, principles and practices acquired academically and learns on the job. Internship Development Program (IDP) training is essential in this class. Assignments are intended to further the employee's IDP training and introduce the employee to the standards, policies and practices of the County, all revolving around productive work. Contacts are with a variety of people, including co-workers at all levels, building tenants, (architecture and engineering) A&E professionals, staff of other agencies and firms (such as WMATA, WSSC and PEPCO), and, at times, civic associations, community groups, public interest groups (including preservationists and disability rights advocates), etc. Employees in this class typically exchange routine information with their contacts, but some contacts include non-routine issues or multi-faceted problems. They may give formal presentations in public and private. Public service and assistance in this class are limited to provision of information and incidental.

Employees in this class help a higher grade architect carry out a larger architectural project by performing project segments, or they manage a project of limited scope and complexity, such as a straightforward, short-term renovation of a small building or a large space, with various limitations. Within well-established processes and applying standard methods and techniques, the employee identifies, prepares, reviews or recommends studies, engineering requirements and designs that include architectural analyses, engineering calculations, building system specifications, and cost estimates. The supervisor (Chief, Building Design Section) or a higher grade architect (when the employee is in the role of a project assistant) typically makes assignments in terms of well-defined objectives, known or potential problem areas, time lines for each phase, budget limits and similar factors for assignments typically covering moderately complex work. The employee balances functions, aesthetics, budget and schedules, with assistance. Work is reviewed for accuracy, sufficiency, timeliness, customer service and other factors. Complexity is characterized by the number and types of processes and methods required in assignments and the need to analyze conditions and options, as well as such responsibilities as monitoring various professionals (employees and non-employees) that may be assisting in the assignment, and such challenges as the size, shape or elevation of the site, such environmental issues as leaking tanks, PCBs or asbestos, and the need to phase and stage the work so that tenants may occupy the space or move elsewhere for a short time while work is being done. Guidelines include standard and generally-accepted design principles, engineering standards, building, fire and life safety codes, accessibility rules and other federal, state and local regulations (such as the County's manual for planning, design and construction of sustainable buildings) to ensure that the technical features of space or architectural or space designs and proposals comply with regulatory requirements. Other important guides cover procurement and project management. The employee learns when and how to apply, and gains experience in applying, various guides. The scope of work revolves around conventional design projects of limited scope. The work affects the tenants of the space (as in the renovation of a section's

office space), the users of the facility (such as design and construction of a commercial kitchen), the taxpayers who foot the bill (which is why cost control is essential) and others. The employee works mainly in offices, meeting rooms and other places that are adequately heated, lighted and ventilated. However, there is also field work, such as field surveys, site and construction project visits, where there is dust, dirt, grease and exposure to adverse weather. The employee spends some time at work sites where a hard hat and caution are required. Risks may result from construction activity as well as general site conditions, including but not limited to street traffic, moving equipment, uneven terrain or constructed spaces and possibility of falling materials. Safety shoes and hearing protection may also be required. Occasionally, the employee is on rough or uneven terrain, be it a proposed building site or a construction site. There is also some kneeling, stooping or bending and reaching or use of ladders to view restricted spaces or access building mechanical systems and the like.

### **EXAMPLES OF DUTIES: (Illustrative Only)**

#### **Project Planning, Management and Execution**

- Receives specific information from the supervisor or a higher grade architect about architectural design of such structures as conventional storage buildings or space design for segments of or entire floors of office buildings. Information provided includes project goals, constraints (what must be done) and such key restraints as budget, time lines, phasing and staging.
- Meets with facility or space users or intended users and others to discuss their wants and needs.
- Surveys the site or initial conditions of the structure or space by taking measurements and making sketches.
- Conducts office and Internet searches for examples of planning and designs to be used. Assembles from records, reports and other sources, including local contacts, data to determine unit costs by type of construction and other factors.
- Estimates quantities of building materials and labor to be used in the specific project and matches with local prices for such project elements as sidewalks, gutters, driveways, filling and grading, brick work, concrete work, framing, drywall and painting.
- Typically relying on standardized specifications or instructions of a higher grade professional, may personally make schedules, charts, diagrams and drafts of working drawings; and space allocation plans by drawing overlay plans of such elements as walls, partitions, stairs, doors, windows and elevators to show arrangement of space, and compute areas of spaces and note them on assignment plans, including such items as titles of spaces, exterior dimensions and door numbers.
- Seeks to assure the County's best interests in developing or helping develop project requirements and monitoring or performing detailed work.
- Meets with prospective A&E contractors, usually as a junior member of a team, to help establish technical criteria (including maintainability and sustainability), project schedules and other requirements for subsequent inclusion in the A&E contract.
- Learns how to develop bid packages in conformance with established processes and contract language. May be a junior member of A&E selection panels. Helps develop, or personally completes, the details of alternative concepts (typically identified by a higher grade professional), and preliminary work drawings for quality and economy of design.
- Helps quality control architectural elements of in-house and A&E designs, typically assisting a higher grade architect.
- Helps monitor and assess the effectiveness of contractors in meeting technical and non-technical contract requirements.

- Helps identify and recommend correction of planning and functional errors or improvement of architectural features – for example, helps develop punch list items.
- Relying on precedents and instructions develops contract amendments and change orders typically assisting a higher grade architect.
- Coordinates activities with other governmental agencies in obtaining approvals of construction contract documents and other applications for permits, waivers, and other requirements.
- Maintains appropriate documentation to protect Montgomery County against claims and to secure or keep Maryland, federal or private-public funding.
- Performs other related duties as required.

### **Other Work**

- Drafts correspondence to developers, designers, property owners and others, relying on precedents and instructions.
- Furthers own knowledge and skills in the practice of architecture consistent with his/her own IDP in such areas as site/environmental analysis, schematic design, engineering systems coordination, building costs analysis, code research, design development, construction documents, specifications/materials research and document checking/coordination.
- Keeps abreast of the latest developments in architecture and related disciplines by review of technical literature, attending conferences or professional society meetings and discussion with industry representatives.
- Evaluates new materials and design or construction processes and techniques, and may make recommendation for the adoption of those that would provide more efficiency or economy or other payoffs and to keep up with changing requirements.
- Conducts or helps prepare the details of public and private presentations for various stakeholders to help ensure distribution of adequate and accurate information to all parties concerned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fundamental (1) architectural concepts, principles and practices, (2) building systems (such as mechanical and electrical systems) and (3) aesthetic and functional building considerations (such as scales of design, mixes of materials, color schemes, graphics, landscape architecture and acoustics) to help develop or review requirements, guidelines and plans for County facilities and space; to coordinate with engineers and architects within and outside the County; and to balance aesthetic considerations and functional requirements within budgets and schedules.
- Knowledge of the fundamentals of related fields (including civil engineering, structural engineering, the construction industry and interior design) to ensure proper staff coordination and sequencing of work,
- Anticipate and minimize collateral problems during planning and design for construction projects.
- Knowledge of building, fire and life safety codes, accessibility rules and other federal, state and local regulations to ensure that the technical features of architectural designs and proposals comply with regulatory requirements.
- Skill in problem solving to prepare/review architectural drawings of moderate complexity, help develop or review options, analyze cost estimates and perform related functions.
- Skill in verbal communication to exchange technical and non-technical information with various people having different interests and perspectives so that they will understand and a course of action may be agreed. This includes skill in formal presentations and the ability to encourage verbal

communication by others. Examples of verbal communication include presenting design concepts in meetings and the daily exchange of progress information with contractors and co-workers.

- Skill in written communication to exchange technical and non-technical information with various people having different wants, needs and perspectives so that they will understand and a course of action may be agreed. This includes skill in reviewing the written work of others. Examples of written communication include design specifications and progress reports.
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner.
- Skill in using a computer, modern office software suites and specialized architectural and engineering software to communicate, plan, schedule, word process, manipulate data, design or review the design of spaces and structures, etc.
- Artistic ability to develop or evaluate the aesthetic features of architectural designs and details.
- Ability to acquire familiarity with historic preservation as it concerns County structures (and sometimes private structures) to help identify pertinent preservation issues, help develop appropriate mitigation responses, help establish or maintain effective liaison with preservationists, and help ensure the overall conformance of designs with public policy.
- Ability to acquire knowledge of the County's procurement and project management procedures to facilitate accomplishment of administrative aspects of projects.
- Ability to develop skill in project management to manage assigned architectural projects for the County. This includes development of skill in monitoring, guiding and coordinating the work of others, including A&E professionals, negotiating and developing contract agreements/amendments for space or facility design and construction and the performance of other professional services.

**MINIMUM QUALIFICATIONS:**

**Experience:** None

**Education:** Graduation from an accredited college or university with a Bachelor of Architecture degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession of valid professional registration as an Architect issued by the State of Maryland is not required in this class. However, an IDP is required and the employee must progress in the IDP and the established career ladder.
- The employee must acquire and maintain Maryland registration consistent with the education and the experience requirements set by the Maryland Board of Architects or he/she will not be retained in the career ladder.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core II Exam with a Drug/Alcohol Screen.

**Class Established:** January, 2007

**Revised:** August, 2013  
October, 2014