

PART I	DEPARTMENT OF EDUCATION STATE OF HAWAII	8G.405 8G.410 8G.415 8G.420 8G.424
	Class Specifications for the	

ARCHITECT SERIES

Series Definition:

This series includes all classes of positions the duties and responsibilities of which require the application of professional architectural knowledge and abilities in planning, designing, evaluating, coordinating, advising of, supervising or performing research for the construction, alteration, rehabilitation or restoration of buildings and facilities. Professional architects are concerned with the following aspects of assigned projects: (1) function, (2) economic considerations, (3) geographic location and site, (4) structural methods and materials, (5) aesthetics, and (6) mechanical-electrical problems.

Architects in the State government are primarily responsible for the planning and designing of new construction, and the alteration, rehabilitation or restoration of existing buildings and facilities such as public schools, health, social services and higher education facilities, and general government buildings. In carrying out such projects, architects identify the design problem; establish design criteria; prepares calculations, plans, specifications and other bidding documents; prepare budget estimates; check manufacturers' and contractors' shop drawings; evaluate and approve or disapprove requests for substitution of materials; advise or and clarify design concepts and details; prepare post-contract drawings and specifications; and assist in final inspection to ensure that contractual terms have been met. Architects may serve in a liaison capacity between private architect-engineer firms on contract and the using agencies, and may represent the department in assuring compliance of contractor plans, designs and construction methods with government objectives, criteria and legal requirements.

The level of difficulty and responsibility of an architect position depends largely upon the following classification factors:

1. Scope and difficulty of the architectural projects assigned,
2. Nature of available guidelines,
3. Originality and judgment required,
4. Nature and purpose of personal contacts maintained with others,
5. Nature of supervisory controls exercised over the work,
6. Nature and scope of recommendations, decisions, commitments and conclusions,
7. Nature and extent of supervisory responsibility for the work of other employees,
and
8. Knowledge and abilities required.

ARCHITECT I

8G.405

Duties Summary:

Does routine professional work requiring the application of basic architectural principles and theory under specific instructions and following well-established practices; and performs other duties as required.

Distinguishing Characteristics:

This is the beginning or trainee level in the architect series. Incumbents receive basic on-the-job training designed to broaden their knowledge and enhance their professional skills. Training consists of specific productive assignments requiring the use of the knowledge, skills, work methods, and techniques of the broad field of architecture. Instructions are received in specific terms as to methods, procedures, and the results expected. Guide material is usually fully applicable to specific assignments; situations which are not covered by the incumbent's basic knowledge of architectural principles, written guides or initial instructions are referred to others. Work assignments at this level may be similar to those of nonprofessional employees, but such assignments are primarily for training purposes to equip the incumbent to assume more responsible architectural duties. Architects at this level are encouraged to work out and suggest solutions to problems assigned, within the limits of guidelines and work methods suggested by supervisors. Some judgment is used in applying a basic knowledge of architectural principles, concepts and criteria to assigned projects, interpreting data, and recognizing variations. Personal work contacts are made primarily to gather facts or information of a routine nature necessary for completion of a specific assignment. Supervision is continuous in most phases of activity, with detailed review on completion of assignments.

Examples of Duties:

Assists higher-level architects in the preparation of architectural designs by laying out and developing floor plans, elevations, and cross sections; may prepare drawings for simple projects such as cottages, and rehabilitation and remodeling projects; prepares cost estimates for buildings by computing quantities and applying prevailing material costs; assists higher-level architects in checking shop drawings submitted by contractors; prepares specifications for cottages and other routine projects, and assists with preparation of specifications for more difficult projects.

Knowledge and Abilities Required:

Knowledge of the basic principles, theories and practices in the field of architecture. The ability to carry out, under close supervision, simple or routine tasks in

support of higher-level architectural work; use architectural drafting instruments; and design simple architectural details, additions, or alterations from sketches or notes.

ARCHITECT II

8G.410

Duties Summary:

Performs professional work on specific and limited architectural assignments using standard methods and techniques; may perform minor phases of a broad assignment which is the responsibility of an architect of higher level, but which require professional knowledge and some degree of judgment based on experience; and performs other duties as required.

Distinguishing Characteristics:

Architects at this level follow prescribed methods and techniques on routine or recurring professional architectural tasks, but have some latitude for independent judgment in selecting appropriate guidelines and precedents for accomplishing individual assignments, as well as in recognizing discrepancies, omissions or deviations in technical data. They work under general supervision on repetitive assignments, the work being spot-checked for technical adequacy. On new or more complex assignments, specific detailed instructions are initially given by a supervisor, advice and guidance are available during work progress, and completed work is reviewed in detail for technical accuracy, adequacy, and conformance to prescribed policy and procedures. Although the use of originality is limited at this level by the specific nature of assignments or by the presence of close supervisory control, some judgment and resourcefulness are required in selecting the most appropriate guides in recognizing the necessity or deviation from standard procedures, relating a basic knowledge of architectural principles, concepts and criteria to the assigned projects, and independently planning the details to accomplish assignments within the framework of established methods and procedures. Person-to-person contacts at this level are ordinarily within the organization to present factual information directly applicable to individual assignments. Positions in this class may instruct or supervise draftsmen on individual assignments or minor projects.

Examples of Duties:

Prepares architectural designs, drawings, plans and specifications for minor buildings, structures and installation such as garages, additions to buildings, and renovations of buildings; assists higher-level architects in preparing architectural designs, drawings, specifications, estimates and reports for major projects such as schools, libraries, and health centers, and in checking shop drawings for conformance of dimensions, materials and design to contract plans and specifications; makes field inspections of existing buildings to secure essential measures; makes field sketches in

order to plot plans and sections of existing buildings; and makes perspective layouts and renderings, and rough design sketches.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

Sufficient working knowledge of the principles, practices and techniques of architecture to perform a variety of repetitive tasks without detailed and specific instructions, and a general knowledge of applicable regulatory and procedural issuance.

The ability to select and apply standard guides, methods and techniques to use architectural drafting instruments, and to design simple to moderately difficult architectural details, additions or alterations from sketches or notes.

ARCHITECT III

8G.415

Duties Summary:

Performs moderately difficult professional architectural work in preparing complete designs, drawings, specifications, estimates and reports for public buildings and structures, subject to the technical review of registered architects; assists higher-level architects with more difficult and complex projects; and performs other duties as required.

Distinguishing Characteristics:

Assignments at this level are usually given in terms of specific objectives with instructions as to possible complex features and the means of their solution. Assignments typically consist of work similar to that previously done in the organization, which can be performed without substantial adaptation or with only minor modifications to standard designs, practices or criteria; significant deviations from guides and precedents typically require prior approval of supervisory personnel. Architects at this level often carry out portions of more complex projects assigned to a higher-level architect. Standard technical methods, computations, and details are seldom reviewed by the supervisor; however, completed work is generally reviewed for technical adequacy, and to assure completion of assignments, and where there is serious consequence of error, a complete review may be made. Some originality and judgment are required in applying standard architectural guides and in drawing on previous experience in selecting the best of alternative methods to solve problems or accomplish assignments. Architects at this level make recommendations on a variety of architectural and construction matters such as the feasibility of design, modifications to plans, and acceptance of contractors' methods, workmanship and techniques. They usually have no direct responsibility for

making commitments which would obligate the organization, except in relation to unreviewed details of assigned projects governed by established procedures or precedents. At this level, contacts with others are generally limited to an exchange of factual, technical information with co-workers, contractor personnel or engineers. May guide or instruct lower-level architects or draftsmen in the performance of architectural duties.

Examples of Duties:

Makes preliminary studies, sketches and renderings of buildings and other structures; develops complete designs, working drawings and specifications for alterations, remodeling, rehabilitation and moving of buildings and structures; assists higher-level architects in the preparation of more difficult and specialized architectural projects, such as schools, health facilities and government buildings; assists with the inspection of construction and architectural work of contractors (completed or in progress), for conformance to designs, plans, specifications and contract agreements; supervises and instructs lower-level architects and/or draftsmen as assigned for specific projects.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the lower levels, this level requires:

A good knowledge of the standard guides, precedents, methods and techniques of architecture, and the principles of structural design; knowledge of building construction methods and materials; a sound working knowledge of applicable regulatory and procedural issuances, including the legal requirements of building, plumbing, electrical, fire and health regulations as they pertain to building construction and design.

The ability to design, detail and draw features for buildings and structures which are both aesthetically pleasing and functional; use architectural drafting instruments, prepare perspective drawings, and do related art work.

ARCHITECT IV

8G.420

Duties Summary:

Performs professional architectural work in the development of designs, plans, specifications, estimates and reports for all types of public buildings and structures; may supervise the work of lower-level architects and draftsmen assigned to assist on complex projects; and performs other duties as required.

Distinguishing Characteristics:

This is the journeyman-level architect, involving performance of the full range of professional architectural activity. Architects at this level assume responsibility for major and complex architectural projects. They typically work under the general supervision of an architect or engineer of higher level, who indicates the major objectives to be attained in assignments, and suggests the overall plan of work and nature of results expected. Incumbents of this class work with considerable independence in planning and carrying out assignments and make unreviewed technical decisions relative to detailed project planning, work methods and procedures. They are expected to use their previous architectural experience in adapting established procedures and techniques to make appropriate modifications or deviations when standard guides are only partially applicable. Supervisory assistance is seldom required except in cases of controversial or complex problems involving untried or unusual techniques and methods, interpretation of technical project requirements or policy matters. Management problems relating to deadlines, priorities, funds, equipment and staff required are usually discussed with the superior. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignment. Recommendations and decisions at this level are an inherent part of architectural design work and are used as a basis for action by others; architects at this level are also often authorized to speak for and make commitments for the organizational segment on architectural problems or technical details associated with assigned projects. Guidelines are similar to those used by lower-level architects; however, since assignments characteristic of this level normally include complex features, experienced judgment is required in modifying, adapting or making compromises with these standard guidelines. Originality is required in the application of standard architectural practices to new situations and in relating new work situations to precedent ones. Frequent and varied personal contacts are typical at this level; contacts are with other architects, engineers and nonprofessional personnel within the organization, with contractors, and with personnel of other government agencies to develop and coordinate work projects, and to exchange technical information. Architects at this level may be required to attend meetings and conferences to give and receive information relative to architectural projects or to assist in resolving problems of an architectural nature.

At this level, architects may supervise or be assisted by and give technical guidance to lower-level professional and nonprofessional personnel who make investigations, collect data, perform detailed computations or do simple design or drafting work.

Examples of Duties:

Prepares preliminary studies, sketches and renderings of buildings and structures such as schools, health and social services facilities, and general government buildings; prepares designs, working drawings and specifications for buildings and structures to

include alterations, remodeling and major repairs; prepares cost and quantity estimates for projects; reviews completed plans and specifications prepared by contractors for compliance with building, plumbing and electrical codes, and with fire and health regulations; makes site surveys to obtain information for projects; reviews and recommends for approval or disapproval manufacturer's and/or supplier's requests to substitute materials for those specified for a project; selects colors and prepares paint schedules for major State building projects; and may supervise and instruct lower-level architects and draftsmen.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at lower levels, this level requires:

A thorough knowledge of standard guides, precedents, methods and techniques in the field of architecture; a good working knowledge of principles and practices in related engineering, scientific and artistic fields; knowledge of applicable laws, regulations, policies and procedures of the agency; and knowledge of the standard sources of architectural information.

The ability to function independently, under only general supervision, in performing normal work assignments; modify, adapt, and make compromises with standard guides, precedents, methods, and techniques; develop effective coordination and secure cooperation with others; plan and prepare complete and comprehensive technical reports, and direct and instruct lower-level professional and nonprofessional personnel when assigned for specific projects.

ARCHITECT V

8G.424

Duties Summary:

Does difficult and responsible professional architectural work in preparing and/or supervising the preparation of architectural designs, plans, specifications, estimates and report; and performs other duties as required.

Distinguishing Characteristics:

Work at this level is characterized by application of intensive and diversified knowledge of architecture and architectural engineering principles and practices. Incumbents are given assignments in terms of general objectives and relative priority and work with considerable independence in carrying assignments through to completion. Projects typically contain complex problems requiring adaptation, modification or compromise of standard principles, theory, procedures, techniques, methods, guides

and/or precedents. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy. Technical decisions and recommendations are rarely changed by superior except for reasons of policy, public relations or budgetary considerations. Controversial policy questions, as well as novel or critical aspects or approaches, are discussed with the supervisor. The same guidelines used by architects at lower levels are also available at this level; however, since they are often inadequate, controversial or incomplete, positions at this level require the use of initiative, originality and judgment in interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems. Architects at this level normally have more frequent and wider contacts than those at the preceding level in coordinating activities of their organizational segments with those of other organizations having related assignments and with other government agencies and officials, contractors, industry and the public. Such duties may constitute a substantial portion of the work of positions at this level.

Positions in this class usually involve supervisory as well as technical responsibilities including planning, directing, advising on and reviewing the activities of lower-level professional and nonprofessional architectural personnel.

Examples of Duties:

Supervises and works with a small group of lower-level architects and draftsmen in the preparation of designs, plans, specifications and estimates for major and complex buildings and structures such as schools, health, social services and higher education facilities, and other government buildings, which include new construction, remodeling, alterations, and major repairs; assigns work to subordinates, observes work in progress, providing assistance and technical advice as needed in the solution of unusual or complex problems; reviews finished work for architectural design values, technical adequacy and conformance to departmental objectives; reviews completed plans and specifications prepared by contractors for compliance with building, plumbing and electrical codes, and with fire and health regulations; inspects construction and architectural work done by contractors to insure compliance with designs, plans, specifications, and contract agreements; confers with engineers engaged in the preparation of structural, electrical and mechanical plans; makes recommendations and suggests changes in materials and construction, and makes necessary adjustments in architectural designs to fit structural, electrical and mechanical requirements; interprets building code requirements; and may recommend building sites and types of buildings best suited for the intended purpose.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at lower levels, this level requires:

A thorough and extensive knowledge of standard guides; precedents, methods and techniques in architecture and architectural engineering; a good knowledge of the principles, practices, methods and techniques of other branches of engineering as they relate to architectural design; knowledge of the standard sources of architectural and engineering information; knowledge of building construction principles and practices and legal requirements of building, plumbing and electrical codes; and knowledge of the principles, practices and techniques of supervision.

The ability to plan and organize large-scale architectural assignments containing many problems and variables; develop new lines of approach and new or improved techniques to solve problems where no precedents or adequate guidelines are available; design, detail and draw architectural features of buildings and structures which are aesthetically pleasing as well as functional; prepare specifications, estimates, and technical reports; supervise and direct the work of others; relate the work of the organizational segment to overall departmental objections; and deal tactfully and effectively with contractors, operating officials and the public.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes ARCHITECT I, II, III, IV, V & VI by the Department of Education Civil Service system.

DATE APPROVED: DEC 22 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:ARCHITECT VIDuties Summary:

Plans, directs and reviews the activities of an organizational unit of professional and nonprofessional personnel engaged in the preparation of architectural designs, plans, specifications, estimates and reports, and represents the organization with authority on technical and difficult architectural matters; and performs other duties as required.

Distinguishing Characteristics:

An architect at this level works under very general administrative direction; assignments are received in terms of broad, general objectives, and the incumbent is responsible for determining methods, procedures, and assignment of personnel to accomplish the work most effectively. The supervisor is consulted on controversial problems such as those involving an interpretation of or departure from policy, or problems that may require substantial changes in design or in the scope of a project. Completed work is reviewed for adequacy in terms of broad objectives and for conformance with policy but is seldom subject to technical review. A high degree of technical judgment, imagination and resourcefulness is required of the architect at this level in determining modifications of designs or requirements to achieve better technical, functional or aesthetic results, in developing new guides and techniques where precedents are inadequate, and in reviewing and evaluating the technical adequacy of the work of subordinate professional architects. Personal contacts are similar to, but more extensive than those at the next lower level, and include serving as technical consultant, and providing authoritative information and advice, both to personnel within the department and to outside contractors, consultants and professional groups. Within a broad policy framework, an architect at this level makes recommendations, decisions and commitments which involve large expenditures of money, manpower and materials, and which may have a strong impact on future programs and projects.

Examples of Duties:

Plans, directs, advises on and reviews the work of subordinate professional and nonprofessional personnel engaged in architectural design projects, including the preparation of plans, specifications and cost estimates; determines work priorities, and makes broad work assignments; develops design criteria, techniques, methods and procedures for the accomplishment of architectural projects; analyzes and reviews the work of subordinates in terms of technical, functional and aesthetic adequacy, and for conformance to departmental policies, regulations, and legal requirements; coordinates

activities of its section with other sections or departments, other government agencies, private contractors or consultants, and the public; assists in the development of broad work programs and policies and in preparing and justifying budgets; makes recommendations and commitments concerning such matters as design changes to meet special conditions or functions, and need for hiring special consultants for mechanical, electrical, or structural engineering problems, subsurface investigation, and surveying; recommends organizational and functional changes, and performs such personnel management functions as approving leave, initiating requests for personnel action, evaluating employee performance, and handling disciplinary problems; serves as a technical consultant on architectural matters; and prepares or directs the preparation of technical reports and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at lower levels, this level requires:

An extensive knowledge of the latest techniques, methods and trends in architectural design and architectural engineering, and knowledge of administrative and supervisory principles, practices and techniques.

The ability to plan, organize and direct large-scale architectural design projects, provide technical assistance in overcoming problems which cannot be solved by conventional methods, and to represent the organization in high-level conferences and meetings, as the technical authority on architectural matters.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class ARCHITECT VI by the Department of Education Civil Service system.

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Gerald Okamoto
Assistant Superintendent
Office of Human Resources