

# COUNTY OF SOLANO

## ASSISTANT ARCHITECTURAL PROJECT COORDINATOR

Rev. 02/07

### **DEFINITION**

Under direction of the County Architect, assists in the planning, organizing, coordinating and administration of capital projects for County facilities. Prepares and implements document management systems; creates, maintains, and updates record documents of County buildings utilizing computer aided drafting (CADD).

### **DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility to assist the County Architect in planning, organizing and coordinating small, medium and large construction projects. In addition this position is responsible for the creation and maintenance of all architectural drawings in the CADD database. This position may receive supervision from the Architectural Project Coordinator or other professional level staff in the Division of Architectural Services.

### **EXAMPLES OF DUTIES-** *Duties may include but are not limited to the following:*

Develop, input and maintain architectural drawings of all County buildings in the CADD database.

Assists in all phases as required for assigned projects, including project initiation, consultant selection, design, bidding, construction, and post construction.

Assists with facility planning including verifying field conditions, researching documents, gathering information, consulting with agencies or outside consultants/contractors, preparing reports and other related tasks.

Assists in obtaining planning approvals and building permits.

Prepares and maintains database system for tracking and recording project costs and schedules; assists staff in analyzing project costs and schedules, and in the preparation of cost forecasts.

Assists in monitoring construction for conformity and compliance with plans, specifications, codes and ordinances.

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## **EXPERIENCE AND EDUCATION/TRAINING**

Two years of increasingly responsible experience performing coordination activities related to residential, commercial, institutional or industrial construction projects.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Thorough knowledge of:**

Modern procedures and practices related to building and facility construction;

Laws, ordinances, and codes related to design and construction of buildings and facilities;

Project management techniques relating to construction projects;

Public contracts code and other laws relative to public sector construction;

Contract administration; construction contract documentation and its use.

### **Ability to:**

Apply sound drafting knowledge and skills utilizing CAD software to accurately create, update and maintain architectural drawings;

Learn to identify and resolve irregularities, ambiguities, and problems encountered while producing accurate drawings and records;

Communicate effectively both orally and in writing with surveyors, architects, engineers, general contractors, representatives of other agencies, and the public;

Follow oral, written, and diagrammatic instructions;

Establish and maintain effective working relationships with county staff, management, state employees, and the general public.

## **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license may be required. Independent travel may be required.

Possession of a certificate/diploma of completion of an Intermediate, Level 2 AUTOCAD program is desirable.

## ADA COMPLIANCE

**Physical Ability:** Some tasks may involve the ability to exert moderate physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications abilities.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. There may be occasional exposure to some or all of these conditions when performing tasks in the field or on a construction jobsite.

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**Donald W. Turko**  
**Director of Human Resources**

**Established Date:** June 2002  
**BOS Date:** August 6, 2002  
**CSC Date:** February 14, 2007