

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Architectural Designer - I

**Unit:** Supervisory and Professional

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**Job Code:** D1193  
**Original Date:** 08/1983  
**Last Revision:** 03/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 06

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### **DEFINITION**

Under the direction of the District Architect and the Architectural Designer II, create architectural and civil engineering drawings related to specific material fabrication and design; write specifications and perform other functions in planning, and constructing or renovating district facilities.

### **DISTINGUISHING CHARACTERISTICS**

The Architectural Designer - I classification is the first level classification in this professional-level series. Incumbents work under the direction of the Architectural Designer II, which is the experienced level.

### **EXAMPLE OF DUTIES**

1. Prepare detailed working drawings for the construction of new structures, additions, and for the remodeling and alteration of existing structures.
2. Prepare electrical, plumbing, and heating drawings; revise plans for portable buildings and draw plans for their placement; lay out and draw floor plans, elevations, and sections; prepare detail drawings of structures and make drawings of furniture, equipment, and cabinet installations in buildings; assist in color selections for projects.
3. Perform field investigations; measure and correct necessary data for building designs and alterations under specific direction.
4. Conduct site surveys and prepare drawings for site development.
5. Confer with district personnel and assist in design and schematic drawings for small projects.
6. Prepare scale plans, charts, and other illustrated material.
7. Make complex routine calculations involved in design specifications; write or revise specifications.
8. Prepare contract and equipment lists and coordinate projects with related vendors and contractors.
9. Perform field inspections during construction, alteration, or small repair projects; prepare reports as directed.
10. Maintain and update construction drawings and specifications.
11. Maintain and update district archives and small scale plans.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

**Knowledge:**

Applicable engineering, building, health, sanitation, and safety codes.  
Applicable Sections of California Education Code.

District organization, operations, policies, and objectives.  
Drafting techniques and equipment, including AutoCAD and Revit.  
Operation and use of computers and software applications necessary for area of specialty.  
Oral and written communications skills.  
Principles and practices of architectural design, nomenclature, symbols, and applicable engineering disciplines.  
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Maintain accurate records.  
Make arithmetic calculations.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Prepare and present reports.  
Prepare specifications and drawings using AutoCAD and Revit.  
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: completion of bachelor's degree in architecture or a related field and two years drafting experience.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office or workroom.