



**ARCHITECTURAL TECHNICIAN**  
**Public Works – Engineering Division**  
**Salary: \$51,311.00 (2019 salary)**

This is a provisional position pending a future civil service examination. This is a technical position responsible for the drafting of building related projects, along with general administrative duties related to the organization and storage of facilities related materials and documents. The incumbent plays an active role in meeting with departments, buildings staff and contractors in the planning of projects. After the production of acceptable plans, the employee continues to work with staff and contractors through the completion of the project. In addition, the incumbent is assigned various administrative duties, such as documenting and storing architectural drawings and floor plans, maintaining hazardous materials surveys, and maintaining project documentation. While supervision is not a normal function of the position, the employee may direct buildings staff on specific renovation and construction projects. The position reports directly to the Commissioner of Public Works.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Under the general direction of the Building Design Administrator, assists with renovation and construction projects from initial field work through meeting with involved departments, drafting acceptable plans and specifications, coordinating work with DPW and affected department staff, ensuring work is in accordance with plans and codes, selection and procurement of furniture and equipment for buildings, and project wrap-up; develops and maintains user friendly database and filing systems for architectural drawings, capital project drawings, project manuals, operation and maintenance manuals, warranties, and other facility, grounds and equipment related materials; updates and maintains base master floor plans for all County owned buildings; maintains up-to-date hazardous materials surveys for all County buildings; develops and maintains database identifying materials by type, location and percentage; maintains an overall buildings project list for the department; attends meetings and training as directed.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in architecture, architectural drafting, architectural engineering, or a closely related field, and one (1) year of work experience in architecture, engineering or construction management where computer aided drafting was a primary duty of the position;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in architecture, architectural drafting, architectural engineering, or a closely related field and three (3) years of work experience in architecture, engineering or construction management where computer aided drafting was a primary duty of the position;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

**\*\*NOTE:** You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to [HRExams@DutchessNY.gov](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5th Floor, Poughkeepsie, NY 12601.

**SPECIAL REQUIREMENT:**

Possession of a valid driver license for appointment and to maintain position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before January 30, 2019 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)  
An EEO/AA Employer

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