

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROJECT DESIGNER

POSITION CODE: 34725
Effective: 11-1-98

DISTINGUISHING FEATURES OF WORK:

Under direction, performs duties involving responsibility for planning, designing and developing specifications related to new state building projects, or alterations or additions to existing buildings and structures.

This class includes those obtaining experience necessary to qualify for registration as an Architect. Positions requiring the application of professional registered architectural principles and practices are not properly allocated to this class.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares or reviews drawings, including details and explanatory notes for new and/or remodeled buildings and structures; writes or reviews pertinent specifications; makes estimates of project expenses by computing costs of materials, operations and labor; analyzes plans and makes allowances for pertinent factors that could affect projects.
2. Attends conferences with staff at various state institutions or local agencies regarding requirements, different phases and scope of work to be done; makes preliminary studies, sketches and drawings for additions and alterations to existing buildings and structures and for proposed new buildings.
3. Reviews complex inspection reports, work orders, and specifications for compliance with state and federal rules and regulations; prepares and submits evaluation for review of a licensed architect.
4. Prepares detailed inspection reports, activity logs and other written materials for supervisory review.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PROJECT DESIGNER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree in architecture.

May require additional education and experience specific to the field of historic architecture or preservation, such as a five year professional degree in architecture with completion of at least one year of graduate study in architectural preservation, architectural history, history preservation or historic planning, supplemented by two years of full-time professional experience in applying the theories, methods, and practice of architecture to the identification, valuation, registration, documentation, or treatments of historic properties in the United States and its territories.

Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and practices of architectural design.

Requires extensive knowledge of current building construction practices and materials used therein.

Requires working knowledge of state construction regulations and their relationship to local building regulations.

Requires ability to independently carry out activities as a project planner, designer and specification developer.

Requires ability to apply architectural theories and learned constructional skills to project plans, designs and standards to achieve maximum user benefits.

Requires ability to construct, analyze and project costs of projects to include analyses of construction trends as would be relevant.

Requires ability to communicate architectural themes to affected parties without the use of technical jargon.