



## **Student Architect (Class Code 7921-3)**

Salary: \$18.61- \$24.48 per hour

The Bureau of Engineering's Architectural Division is responsible for the design and project management of the City's public buildings and open space projects. The staff is committed to executing high-quality public sector designs that are aesthetical compatible with their environment, energy and resource efficient, environmentally friendly and meet the needs of the City of Los Angeles. The Architectural Division supports the National Council of Architectural Registration Boards Internship Development Program (IDP).

### **Requirements:**

The program limits employment to those students enrolled in a four or five year college or university or post-graduate master's degree program. Students must also have the legal right to work in the United States. Criterion for entry level qualification to the program is completion of 30 semester units or 45 quarter units with a major in Architecture or Landscape Architecture.

The Architectural Division will also consider candidates who have graduated from a four or five year college or university with any major and are currently enrolled in a Landscape Architecture university extension certificate program.

A valid California driver's license and a good driving record are required prior to appointment.

### **Summary of Duties:**

The Student Architect will under the supervision of an Architect:

- Prepare presentation drawings and construct architectural models.
- Prepare conceptual, schematic and design development drawings using Computer-Aided Drafting Design (CADD) and Building Information Modeling (BIM) software. Experience in AutoDesk Revit and AutoCAD is desirable.
- Prepare construction documents.
- Review and develop architectural method and standard drawings.
- Prepare conceptual drawings for budgetary and investigation reports.
- Review, prepare and develop specifications, perform constructability review, and building and planning code research.
- Coordinate design with structural, mechanical, and electrical engineers.
- Review and process Department of Building and Safety's corrections.
- Check shop drawings submittals.

- Process Change Requests.
- Prepare revision drawings.
- Perform record drawing and operation update work.
- Prepare and develop architectural methods and standard drawings.

**Skills, Knowledge, and Abilities Required:**

The Bureau is looking for candidates who possess the following skills, knowledge, and abilities including but not limited to:

- Good skills in performing investigations, collecting data and materials and performing calculations.
- Good knowledge of and skill in CADD and BIM and other architectural related computer design software.
- Ability to work with minimum supervision.
- Ability to prepare written documents.
- Ability to work multiple assignments within tight deadlines.
- Ability to communicate and work effectively with staff.
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- Good knowledge of architectural principles.

**How to Apply:**

Please submit a resume to [eng.boeresumes@lacity.org](mailto:eng.boeresumes@lacity.org). Resumes will be accepted on an ongoing basis. As vacancies occur, qualified candidates will be contacted for an interview.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

**The City of Los Angeles is an Equal Employment Opportunity Employer**