

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Construction Technician

DEPARTMENT: Facilities Development

POSITION SUMMARY:

Under the supervision of the Facilities Development Construction Manager, provides technical assistance in the development and implementation of the Districts facility planning and construction program; and performs related work as required.

ESSENTIAL FUNCTIONS:

1. Evaluates, for district and state, the capacity and utilization of all schools; maintain plans, current plot plans, CAD drawings and SP1As on all permanent and relocatable facilities.
 2. Maintains inventory of all square footage of permanent and portable buildings, DSA identification numbers, and ownership status for district and state reports.
 3. Assists with: development and maintenance of project schedules, coordination and monitoring of all projects, including updating the historical records and fact sheets; obtains cost estimates for proposed facility projects; assists with bid openings, preparation of bid and contract documents and processes agreements and plans and specifications; coordinates and processes legal advertising and document recording.
 4. Researches and prepares resolutions, Board agenda items, Notice of Completions, studies, reports and other documentation for presentation to District Administration; prepares draft legal documents.
 5. Processes all State reports.
 6. Assists with processing of: project budgets, requisitions, reports, disbursements, control sheets and providing public information as requested.
 7. Performs typing, filing, copying and telephone answering.
 8. Assists with development and maintenance of department information storage and retrieval systems.
 9. Performs research and analyses required for the District's building and master planning program.
 10. Processes and monitors warranty and security requests.
 11. Communicates with County and City Planning or Public Works departments, California Department of Education, Division of the State Architect, Office of Public School Construction, and other State and local agencies.
 12. Answers technical questions for District staff.
 13. Provides information and assistance to construction inspectors, consultants, and contractors.
 14. Notarizes legal documents.
 15. Maintains regular and prompt attendance in the workplace.
- 45-16 Performs other duties as assigned and provide back-up support to other classified positions.

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EDUCATION AND EXPERIENCE:

High school diploma or equivalent certificate required. Four years of increasingly responsible clerical/secretarial experience, including word processing, spreadsheets, and other computer applications desired. Previous experience in a public school, institution of higher education, public construction or public agency setting is desired. Must have possession of a valid California driver's license. Have willingness and ability to travel throughout District. Become a Notary Public during probation period.

SKILLS AND QUALIFICATIONS:

1. Word Processing speed of at least 55 words per minute.
2. Ability to communicate effectively orally and in writing;
3. Ability to see projects/tasks through to completion with minimal supervision and direction
4. Must be highly proficient in Microsoft Word, Office, Excel, Data base management and operate in Windows and various others; have skill and ability to manage and communicate throughout the department and District using computer scheduling programs and E-mail.
5. Knowledge of planning and construction management procedures, State Office of Public School Construction and State Building Program.
6. Knowledge of California school facility functions.
7. Knowledge of generally accepted accounting principles, office practices and procedures, project scheduling, computer applications (word processing, spread sheets, database management; AutoCAD desirable).
8. Ability to read plans, specs, codes and contracts,
9. Ability to plan and carry out work programs with minimal supervision;
10. Ability to analyze problems including the implementation of effective solutions
11. Ability to write, speak and work effectively with individuals and groups;
12. Ability to implement and maintain accurate records, filing, and computer programs.
13. Ability to communicate effectively in construction terminology;
14. Ability to learn a variety of technical information related to planning and construction.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Work on computers for extended periods of time.
6. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

SALARY: Classified Range 40

BOARD APPROVED:

TUSD 12/12/00