



## JOB DESCRIPTION

**Position Code:** 573  
**Classified Group:** CSEA  
**Salary Range:** 32  
**Work Days:** 261  
Page 1 of 3

**POSITION TITLE:** Engineering Technician

**DEFINITION:** Under general direction, prepares drawings, schematics, and graphic presentations depicting district facilities; assists with providing data for site projections and analyses; creates reports and exhibits for district needs; maintains construction documents, records, and files.

**DIRECTLY RESPONSIBLE TO:** Director or Designee

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Alters plans to show "as built" or "as modified" conditions.
2. Prepares school sketch layouts for each school indicating square footage summaries, usage of facilities, number of students, and cross indexes to plans.
3. Modifies tract maps, school boundary data and other charts; prepares schematics, drawings, plot plans, layouts, renderings and elevations.
4. Prepares graphic presentation of statistical data, flow charts, diagrams, displays and models.
5. Tracks document flow to ensure that documentation requirements are complete and properly signed off; prepares reports and memos; initiates notice of completion and advises on contractor pay requests.
6. Consults with district personnel on needs and usage of proposed remodeling and alteration work.
7. Modifies drawings to indicate architectural or other modifications, electrical, plumbing and mechanical systems.
8. Measures buildings, sites, and various facilities; makes and records site measurements for Americans with Disabilities (ADA) compliance.
9. Performs minor design work.
10. Prepares sketches of work to be accomplished.
11. Reads and interprets deeds, title reports, and other engineering documents.
12. Communicates to district personnel on project progress.
13. Prepares document closeout assessment and notes discrepancies.
14. Implements and maintains computer aided drafting (CAD) software applications and data base programs that support the documentation and drawings.
15. Enters and retrieves data and documents; performs clerical tasks including cataloging, filing, and retrieval.
16. Performs related file tracking and maintenance.
17. Develops and maintains filing and catalog systems for all district drawings.
18. Prepares memos and reports.
19. Conducts tape surveys to verify measurements.
20. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination of education and/or experience equivalent to a two-year degree in drafting, engineering, or construction or related field with emphasis in drafting/computer-aided design.

### Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

### Knowledge, Skills, and Abilities:

- Knowledge of architectural nomenclature, symbols and customs
- Knowledge of computer-aided drafting and graphic producing software
- Knowledge of basic drawing techniques
- Knowledge of building systems and techniques
- Knowledge of construction materials and equipment
- Knowledge of graphic portrayal of building concepts and detail
- Knowledge and skill in use of computers and assorted software programs
- Ability to compute square footage and apply algebra and trigonometry principles
- Ability to read and comprehend complex government regulations, building specifications, guidebooks, and engineering data
- Ability to prepare neat and accurate drawings
- Ability to analyze data and arrive at logical, appropriate conclusions, and/or recommend appropriate course of action
- Ability to verify field notes, drawings and sketches
- Ability to work independently in the absence of instructions, establishing priorities to meet deadlines, making decisions, and resolving problems
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to understand and follow verbal and written instructions
- Ability to communicate effectively both verbally and in writing regarding complex and technical information with administrators, staff, students, and the community

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office and outdoor environment
- Quiet to moderate noise
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Sufficient dexterity to write and draw
- Move about schools and facilities to conduct work, including driving an automobile, climbing, crawling, bending, stooping, and remaining in a stationary position for long periods of time to inspect facilities
- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate tools and equipment requiring repetitive hand movement and fine coordination

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approval:	6/14/2017
Adopted:	1/12/1982
Revised:	7/14/1987
Revised:	3/17/1995
Revised:	8/28/2001
Revised:	5/24/2017