Adams12 Five Star Schools

Job Description

Job Title:	**Architectural/Engineering Technician**	Job Code:	**5023**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Non-exempt**
Pay Program:	**Administrative**	Pay Range:	**L 6**
Prepared/Revised Date:	**October 2024**	Work Year:	**12 months**

SUMMARY: Provides technical and analytical support for facilities planning within the District. Inputs information into and provides reports from Space Management Software (Archibus) and Facility Lifecycle Management Software (VFA). Assists with District facilities audit process. Collects, compiles, and archives "record" construction documents and maintains construction library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain and update District lifecycle management software to incorporate all new construction, major/minor renovations, maintenance upgrades and audit data.	W	35%
2. Catalog and maintain electronic media containing District record drawings of all new construction and major/minor renovations. Maintain electronic drawing archives per District Records Manager.	W	20%
3. Maintain and update District record drawings for all facilities within the Archibus software program, utilizing AutoCAD. Including but not limited to base floor plans, security and fire device locations and HVAC airflow diagrams. Incorporate all new construction, major/minor renovations and maintenance upgrades.	W	15%
4. Develops schedule and data associated with the District Facility Audit process. Schedules and helps to conduct on site audit meetings with principals and head custodians. Trains maintenance personnel on the audit process and manages the receipt and input of data collected from both maintenance and facilities design personnel into the District lifecycle management software.	M	15%
5. Provide support to staff including printing of drawings as needed, records and database research and field measurements and investigation.	M	5%
6. Performs other duties as assigned.	M	10%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma.
- Associate Degree in Computer Assisted Drafting or related field preferred.
- Must be a minimum of 18 years old.
- Minimum of three (3) year experience in architecture, design, and/or construction documents.
- Experience with field investigation and measurement and/or working knowledge of current Lifecycle and Space Management Software preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to read and interpret blueprints.
- Ability to utilize AutoCAD for drafting and MS Office.
- Proficiency in AutoCAD and Revit
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- AutoCAD, Facilities management databases, and MS Office programs.
- Required to attain proficiency in Archibus and VFA software within six (6) months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Facilities Design	5085

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct	X			
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills		X		
Compile			X	

Negotiate		X		
WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	