

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION TECHNICIAN I

BASIC FUNCTION:

Under general direction of an assigned Construction Project Manager or the Director-Construction, provide technical and general assistance to construction staff; research and retrieve information from files, maintain various tracking logs.

DISTINGUISHING CHARACTERISTICS:

The Construction Technician I is the entry-level classification in the series. Incumbents respond to inquiries regarding construction projects researching files, gathering data and may monitor plan room operations. The Construction Technician II incumbents communicate with architects and engineers for various projects and are involved in the day-to-day oversight of construction projects. The Construction Technician III is the senior level in the series. Incumbents are responsible for overseeing and inspecting large construction projects and may have the authority to direct inspectors on occasion.

ESSENTIAL FUNCTIONS:

Modify plans and specifications to contract documents by incorporating addenda; review specifications/plans to assure accuracy and completeness put specifications in binders according to established procedures.

Research and retrieve information from general files as directed.

Prepare and draw basic plans for inclusion in bid documents as requested.

Provide technical and general assistance to construction staff.

Verify physical installations as directed.

Operate a camera and video camera to take photographs as directed.

Operate a computer and assigned software programs; operate standard office equipment; operate a microfiche.

Order equipment, fixtures and other materials for various projects.

Participate in staff meetings and site meetings as requested.

Assist in preparing work orders for small projects.

Organize the distribution of manuals and warranties to various sites; assist with warranty item notification, tracing and records.

Organize the distribution of plans for review to various departments.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction plans, standards, terminology and related documents.

Policies and procedures related to assigned activities.

Operation of a computer and assigned software.

Operation of a still camera, video camera, microfiche and standard office equipment.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Technical aspects in field of specialty.

Record-keeping and filing techniques.

Applicable building codes, ordinances and regulations of the Federal, State and local authorities.

Blueprint reading skills.

Pertinent Safety Orders issued by the Division of Industrial Safety of the State of California.

ABILITY TO:

Provide general assistance to construction staff.

Research and retrieve information from files as directed.

Prepare and maintain various logs, records and reports related to assigned activities.

Operate a computer, microfiche, still camera, video camera and other equipment as assigned.

Establish and maintain cooperative and effective working relationships with others.

Work with blueprints, sketches and other architectural plans or related documents.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Understand and follow oral and written directions.

Perform basic math calculations.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

See to read a variety of materials and take photographs.

Move hands and fingers to operate a computer keyboard.

Sit or stand for extended periods of time.

Walk over rough and uneven surfaces at construction sites.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders or horizontally.

Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: college-level course work in a related field and two years experience in construction work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

May be required to drive as needed.

HAZARDS:

Working at heights at roof levels.

Working below ground and in confined areas at construction sites.