

TECHNICIAN-CONSTRUCTION SERVICES

DEFINITION:

Under the supervision of the Director- Construction, provides specialized technical administrative and clerical support to the construction services department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares Board items including change orders, bid awards, consultant requests, subcontractor substitutions and notices of completion.
- Assists the Director of Construction in administering the District's bidding process for all construction projects.
- Assists in the study and analysis of the terms and conditions of the contract agreement, specifications and addenda and prepares documents for disbursement.
- Prepares, and assists in the processing of requests for proposals, pre/post qualification, performance evaluation, purchase orders, pay requests.
- Prepares routine reports to the Board of Education, correspondence to contractors, consultants and governing agencies, researches and responds to inquiries from a broad audience regarding various aspects of the Construction Office.
- Collects and distributes information for use as requested, provides for storage and retrieval of information.
- Maintains project documents, records, reports and progress data.
- Performs and coordinates administrative and clerical tasks in support of all construction related functions.
- Coordinates construction function with and assists facilities planning department as required.
- Assists in routine maintenance and operations activities, and other related duties as required.
- Communicates with personnel, District sites, departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Performs a wide variety of clerical and office activities including typing, proofreading, filing, checking and recording information related to assigned activities.
- Types and inputs data into an assigned computer system and generates computerized lists and reports as requested.
- Composes materials on a wide range of subjects, requiring a knowledge of procedures and policies of the assigned area.
- Operates a variety of office equipment including a copier, computer and assigned software; drives a vehicle to conduct work.
- Attends meetings related to assigned activities as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles and practices of construction industry and related governing agencies.
- Current technology, software applications, office methods and practices including filing systems, letter and report writing as well as telephone techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Write clear and concise reports.
- Interpret specific rules, laws, and policies, and apply them with good judgement in a variety of situations.
- Understand and administer contracts.
- Maintain and submit accurate and complete records and reports.
- Operate a computer and assigned software.
- Meet deadlines, organize and set up schedules.
- Learn to read architectural plans.
- Establish and maintain cooperative working relationships with fellow employees and the general public.
- Perform a variety of clerical work involving use of independent judgment and accuracy and speed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years clerical experience including some experience with construction project management.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here 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.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Exposure to machinery having moving parts.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes and airborne particles.

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