

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Construction Technician	REPORTS TO:	As Assigned
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 2, 1998	SALARY:	Range L
ADMINISTRATIVE REVIEW:	June 17, 2009		Tier IV, Management Salary Schedule

SUMMARY DEFINITION:

Under general direction, provide technical assistance, consultation or direct services in design, planning, estimating, contracting, and inspection for projects involving the construction, demolition, and restoration of structures and infrastructures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepares and evaluates proposals for programs, projects, and schedules. **E**

Reviews designs, plans, estimates, specifications, shop drawings, and submittals. **E**

Recommends payment of invoices for contracted services. **E**

Inspects land, sites, and structures. **E**

Prepares reports, cost estimates, and studies for construction, rehabilitation, and portable projects. **E**

Monitors progress of projects; recommends approval of progress payments for satisfactorily completed work. **E**

Prepares punch lists itemizing defects in construction, materials, and quality of work. **E**

Monitors compliance of contractors with labor and safety codes, standards, and equal employment opportunity laws / guidelines. **E**

Operates a personal computer and District assigned software. **E**

Prepares budgets, correspondence, and reports using computerized systems. **E**

Participates in decision-making and problem solving meetings. **E**

Work directly with federal, state, and local agencies. **E**

Works directly with general contractors and District and state inspectors. **E**

Performs related duties as assigned.

Maintains a positive, helpful, constructive attitude and working relationship with the occupational therapist supervisor, occupational therapists, IEP site team members, other District employees, the Board of Education, students, parents and the general public.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: B.A. or B.S. in business, engineering, or construction management preferably with emphasis in school or public projects. Two years of experience at a technical level in school construction or a closely-related activity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer and use software assigned by the District to accomplish the work of the position; use databases specific to the District, Internet, and Microsoft Outlook. Ability to use general office equipment.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy; telephone techniques and etiquette.
Advanced oral and written communication skills.
Applicable building codes.
Building construction methods and materials.
Preparation of cost estimates and specifications.
Methods, materials, tools, and terminology used in the building trades.
Applicable federal, state, and local laws and regulations.
General construction contracting.
Computers, spreadsheets and word processing programs.
Planning and organizing construction projects.
Verbal and written communication skills.
Graphics and blueprint reading.
Project management.
Data collection, analytical methods and procedures.
Report writing and record-keeping techniques.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Maintain records and prepare reports.
Prepare written communications independently and accurately.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Meet schedules and time lines.
Draw plans and write specifications.
Read and interpret construction specifications, architectural drawings, diagrams, and schematics.
Inspect construction and maintenance projects.
Analyze situations and develop appropriate recommendations.
Plan and schedule construction activities for optimum efficiency.
Maintain current knowledge of State of California Education Code, building codes, OSHA regulations, and other construction rules and regulations.
Coordinate construction projects.
Read, understand, explain, and implement construction policies and procedures.

(Ability to continued...)

- Conceptualize and work at detail level.
- Use appropriate judgment in diverse and emergency situations.
- Work cooperatively and communicate effectively.
- Prepare and present complete and accurate written and verbal reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Prioritize, plan, organize, and schedule work.
- Give and receive oral and written instructions using proper English

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Indoor and outdoor working environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; seeing to read, prepare and proofread documents; seeing to read drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights.

HAZARDS:

Driving; climbing ladders and working from heights.

OTHER QUALIFICATIONS:

Must successfully pass the District’s pre-employment fingerprinting and TB testing.

APPROVALS:

Roberta J. Silverstein, Assistant Superintendent- Human Resources

Date

Steven Enoch, Superintendent

Date