

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facilities Project Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1011	WORK YEAR:	12 Months
DEPARTMENT:	Maintenance and Construction	SALARY:	Range 68 Salary Schedule C
REPORTS TO:	Director of Facilities	BOARD APPROVAL:	07-27-98
		BOARD REVISION:	04-03-00
		HR REVISION:	05-05-11

BASIC FUNCTION:

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 [E]. 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 principle job elements.)

Provide recommended scope of work; prepare plans, specifications, and total cost estimates for contracts, maintenance, parent participation, and capital improvement projects. **E**

Review work orders for multi-trade projects, review materials, and assist in scheduling multi-trades projects through completion. **E**

Review and/or prepare plans and sketches with work descriptions for projects which do not require full engineering services. **E**

Monitor progress of projects, and provide observation checks and measurements to ensure plans and specifications are being accurately and thoroughly executed. **E**

Estimate projects; review plans and some take offs; identify proposals; develop budgets; conduct job walks; contact low bid contractor and schedule project. **E**

Provide assistance for construction project file documents, either when in-house or via oversight of general and/or sub-contractor for external projects. **E**

Provide input to construction engineer, architect, or project manager to support any actions prejudicial to ensure plans and specifications are being accurately executed. **E**

Recommend progress payments; participate in final acceptance and payment. **E**

Work with architect, engineers, contractors, and inspectors for final acceptance of the Division of the State Architect (DSA) permits (permit through close out of projects). **E**

Work with Schools Insurance Authority (SIA) on all Americans with Disabilities Act (ADA) compliance projects. **E**

Maintain ADA Transition Plan database. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to maintain records, plans, specifications, and other documents; work from blueprints, shop drawings, and sketches; drive a district vehicle to conduct work. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination of education, training, and experience equivalent to: completion of a bachelor's degree with specialization in construction, industrial building technology, or construction business administration. Six years of technical experience in the construction industry, including experience in specification preparation and estimating for multiple trade projects.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contract language for Contracts Office.

Tools, materials, and standard practices relating to general maintenance and construction.

Building codes and trades required to write complete and concise specifications to accompany plans for contracted and in-house jobs.

Cost estimating and project scheduling.

Maintenance and construction terminology.

Operation of a computer and related maintenance and construction software.

Record-keeping and data entry techniques.

Oral and written communication skills.

District organization, operations, policies, and objectives.

Health and safety regulations.

ABILITY TO:

Adhere to contract language for Contracts Office.

Read, interpret, and assist in the preparation of plans and specifications for all phases of construction and building maintenance.

Read, understand, and utilize technical information, parts lists, and operating manuals to plan and assist in scheduling projects.

Complete detailed work from general assignments.

Establish and maintain effective working relationships with crafts supervisors, administrators, and non-district personnel from professional agencies.

Develop and maintain a positive relationship with principals, parents, and staff.

Work from blueprints, shop drawings, and sketches.

Operate a computer and related maintenance and construction software.

Maintain records, and prepare complete and concise reports.

Communicate effectively, both orally and in writing.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environment; frequent interruptions and meetings; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; see to read plans and specifications, and view a computer monitor; hear and speak to exchange information; sit, stand, climb, or walk for extended periods of time; climb ladders and work at heights; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files.

(Former Classification: Facilities Project Technician/DSA Inspector)