

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CONSTRUCTION RECORDS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Facilities and Planning, perform a variety of difficult and responsible technical clerical work for one or more District or School administrative official; incumbents must possess a wide range of knowledge of the policies and operations of the Facilities and Planning Office and be able to apply this knowledge in the performance of required tasks and effectively relate this information to the public and to staff members.

#### **ESSENTIAL FUNCTIONS:**

Initiate and answer telephone calls, make appointments and interview callers including administrators, parents or other persons; provide information or assistance, refer caller to appropriate person, or arrange an appointment with a District official.

Write letters independently on routine matters not involving policy questions.

Compile, process and maintain a wide variety of information concerning specifications, change orders, reports, and others.

Type board agenda items, board communications, reports, memoranda and other materials from straight copy, rough draft or handwritten copy.

Maintain files, including files of confidential material; use sound judgment in determining what information can be released from confidential files, and release such information to authorized agencies.

Maintain data for preparation and distribution of monthly construction report, construction status report, construction project form and other communications.

Prepare and arrange for publication of Notice to Contractors; receive bids; prepare summary of bids; arrange for, and assist with, bid openings and contract signing.

Prepare substitution of subcontractor letters and monitor process.

Maintain boiler plate documents with updates; provide update to architects on new projects.

Attend construction meeting, take minutes by dictation using shorthand, speedwriting or laptop; type and distribute minutes as directed.

Monitor Department of State Architect close out documents for various projects.

Monitor each project change order totals, percentages, current contract amount and time extensions.

Track the change order process through Board approval, to the architect, Division of State Architect and Office of Local Assistance for funding.

Request proposals from testing laboratories, including current M/W/DVBE forms; prepare summary of proposals received; submit M/W/DVBE documents to Facilities Administrator for approval by Office of Local Assistance; request purchase order for testing lab selected; send thank you letters to advise selection.

Maintain lists of firms providing current and future services for the District, including architects, engineers, testing labs and contractors.

Monitor that inspection firms, contractors and testing labs meet M/W/DVBE qualifications.

Become familiar with legal process relating to construction projects (i.e. stop notices, etc.).

Maintain information on prevailing wage and coordinate response received by the School District on school construction projects.

Provide verification and notary services as necessary for District business.

Prepare documentation for the granting of easements and rights of way.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic mathematical skills to prepare a variety of reports.

Operations, procedures, policies, and requirements of the Facilities and Planning Department.

Operation of a computer and applicable software including Word, Word Perfect and Excel.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform difficult and responsible clerical work.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment such as typewriter, calculator, copier, computer and printer.

Interpret and apply pertinent school district policies, laws, rules and regulations.

Communicate effectively both orally and in writing.  
Compose correspondence independently.  
Compile and maintain accurate and complete records and files.  
Complete work with many interruptions.  
Type at a minimum of 35 words per minute from clear copy.  
Take dictation by shorthand/speedwriting/laptop at a speed of 80 wpm.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit or stand for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and four years of increasingly responsible experience involving public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Willing and able to qualify as notary public and provide notary services.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.