

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Construction, assist with maintenance of an organized planning and equipment room; provide general assistance to construction staff; research and retrieve information from files, project sites and other related sources; provide maintenance of warranty logs and conduct verification of warranty requests and work performed.

ESSENTIAL FUNCTIONS:

Assist with the maintenance of an organized construction planning and equipment room; maintain plan room archives and active plan area in proper working order; assure plans and specifications are readily accessible; move completed projects from active area to archives.

Modify plans and specifications to contract documents by incorporating addenda; put specifications in binders according to established procedures.

Maintain files for shop drawings; maintain various logs and lists for close out of projects and other related activities; maintain submittal files related to the installation of various projects at school sites; prepare draft transmittals and reports.

Research and retrieve information from general files, plan room and off site locations; maintain logs of plans received and distributed.

Provide general assistance to construction staff.

Verify physical installations as directed; examine conditions and report findings to the supervisor as directed; assist with defect lists and project closing records and logs.

Operate a camera and video camera to take photographs as directed; catalog and maintain construction photos, library and videos.

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

Place orders requested for blueprint service.

Drive to various locations to deliver contract documents to designated agencies.

Maintain plan room library including catalogs, District Standards binder, texts and other materials.

Facilitate sending plans for microfilming and monitor the return of plans.

Set up and maintain key box.

Participate in staff meetings and site meetings as requested.

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

Assist in distributing plans for review to various departments.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General construction methods, standards, and terminology.

Basic operation of a computer and assigned software.

Basic operation of a camera, video camera, and standard office equipment.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, grammar, punctuation and spelling.

Basic record-keeping and filing techniques.

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

Basic blueprint reading skills.

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

ABILITY TO:

Assist in maintaining an organized construction planning room.

Provide technical and general assistance to construction staff.

Research and retrieve information from files from various sources.

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

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

Establish and maintain cooperative and effective working relationships with others.

Learn to work with blueprints, sketches and other architectural plans or related documents.

Meet schedules and time lines.

Prioritize and schedule work.

Understand and follow oral and written directions.

Learn policies and procedures related to assigned activities.

Perform basic math calculations.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information.

Walk over rough and uneven surfaces at construction sites.

See to read a variety of materials and take photographs.

Move hands and fingers to operate a computer keyboard.

Walk, sit or stand for extended periods of time.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders or horizontally.

Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school or equivalent supplemented by course work in engineering or construction procedures and practices and some experience in the construction industry.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Willingness to provide a properly registered, safe and insured vehicle as required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

May be required to drive as needed.

HAZARDS:

May be subject to working at heights at roof levels and working below ground and in confined areas at construction sites.