

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned Construction Project Manager or the Director- Construction, participate in the preparation and evaluation of proposals for programs and projects; assist in preparing and reviewing designs, plans, cost estimates, work orders, specifications, shop drawings, bid documents and submittals; oversee the day-to-day activities of contractors and architects at construction sites; assure compliance with specifications, standards, codes and regulations related to construction projects.

DISTINGUISHING CHARACTERISTICS:

The Construction Technician II incumbents communicate with architects and engineers for various projects and are involved in the day-to-day oversight of construction projects. The Construction Technician III is the senior level in the series. Incumbents are responsible for overseeing and inspecting large construction projects and may have the authority to direct inspectors on occasion. The Construction Technician I is the entry-level classification in the series. Incumbents respond to inquiries regarding construction projects researching files, gathering data and may monitor plan room operations.

ESSENTIAL FUNCTIONS:

Participate in the preparation and evaluation of proposals for programs and projects; assist with preparing and reviewing designs, plans, cost estimates, work orders, specifications, shop drawings, bid documents and submittals.

Assist with preparing design and development guidelines for architects; monitor and assure compliance of contractors with labor codes, standards, and equal employment opportunity laws and guidelines.

Oversee the day-to-day activities of construction projects; participate in construction inspections; inspect land, sites, and structures; monitor progress of projects and recommend approval of progress payments for completed work; prepare lists itemizing defects in construction, materials, and quality of work.

Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to various sites to conduct work.

Prepare and maintain records and reports related to assigned activities.

Attend and participate in meetings as assigned.

Communicate with federal, State and local agencies regarding construction projects; coordinate project efforts with local utility companies including the preparation of related contracts.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable building codes, and federal, state and local laws and regulations.
- Construction contracting methods, terminology, documents, procedures and policies.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Technical aspects in field of specialty.
- Record-keeping techniques.
- Use of graphics in construction design.

ABILITY TO

- Participate in drawing plans and writing specifications for a variety of construction projects.
- Participate in coordinating and reviewing the work of architects and other contract workers.
- Learn cost estimating of construction projects and preparation of contracts and specifications.
- Coordinate multiple concurrent activities.
- Perform construction inspections.
- Compile data for studies.
- Interpret, apply and explain policies and regulations related to assigned activities.
- Prepare and maintain various logs, records and reports related to assigned activities.
- Operate a computer and other equipment as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Work with blueprints, sketches and other architectural plans or related documents.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Learn to analyze situations accurately and adopt effective course of action.
- Maintain consistent, punctual and regular attendance.
- Sketch plans, write instructions and write reports.
- Hear and speak to exchange information.
- Walk over rough and uneven surfaces at construction sites.
- See to read a variety of materials and inspect sites.
- 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: college level course work in a related field and three years experience in construction work.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

May be required to drive as needed.

HAZARDS:

Working at heights at roof levels.

Working below ground and in confined areas at construction sites.