

**CHICO UNIFIED SCHOOL DISTRICT
CONSTRUCTION RECORDS TECHNICIAN**

DEFINITION

Under the direction of the Facilities Planning/Construction Supervisor, provide support to the Facilities Department by performing a variety of difficult, specialized, responsible, technical, construction oriented clerical duties.

SUPERVISION EXERCISED - May exercise functional and technical supervision over clerical staff.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a wide variety of specialized clerical work in support of assigned areas, including the support of the District's Labor Compliance Program, including, but not limited to, reviewing and verifying certified payroll reports and monitoring apprenticeship programs through document analysis and travel to sites to perform field visits.
- Perform routine clerical duties (i.e., initiate and answer telephone calls, make appointments and interview callers including administrators, parents or other persons; provide information and assistance, refer caller to appropriate person, or arrange an appointment with a District official; attend meetings and conferences, prepare materials and agendas and take minutes) as assigned.
- Independently compose correspondence on routine matters not involving policy questions.
- Compile, process, and maintain a wide variety of information concerning specifications, change orders, reports and others.
- Prepare and compile Board agenda items, Board communications, reports, memoranda and other materials as assigned.
- Maintain files, including files of confidential material; use sound judgment in keeping information confidential.
- 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 boilerplate construction specifications and other documents with updates to ensure compliance with District approved standards; provide updates to architects on new projects.
- Monitor Department of the State Architect close out documents for various projects.
- Request proposals from architects, inspectors, testing laboratories and other specialized services.
- Maintain lists of firms providing current and future services for the District, including, but not limited to, architects, engineers, testing labs and contractors.
- Become familiar with legal process relating to construction projects (i.e., Public Contract Code, etc.).
- Maintain Plans Room, including fabricating plan holders, archiving, filing, and retrieving plans.
- Apply departmental and program policies and procedures in determining completeness of forms, records and files; provide information and forms to the staff and the general public; collect and process appropriate information.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generalized knowledge of the construction field including, but not limited to, the basic construction process, construction terminology, etc.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business correspondence.
- Techniques used in public relations.
- Basic mathematical principles.

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

Skill to:

- Create documents, spreadsheets, databases, etc. using the Microsoft Office Suite.
Operate modern office equipment including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Operate small hand tools (i.e., electric drills, screw drivers, etc.).
- Perform a variety of difficult, specialized, responsible, technical, construction oriented clerical duties.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment such as typewriter, calculator, copier, computer, printer, plans copier, and fax machine.
- Learn, interpret and apply pertinent school district policies and procedures, laws, rules, and regulations pertaining to assigned programs and functions.
- Multitask in a distracting environment.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and effectively both orally and in writing.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of responsible clerical experience.
- One (1) year of related construction experience

Training:

- Any combination of training and experience that would likely provide the desired knowledge and abilities.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Willing to work in a construction office environment with constant interruptions.
- Maintain a valid California drivers license.
- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.