

# STOCKTON UNIFIED SCHOOL DISTRICT

## ENGINEERING TECHNICIAN

### BASIC FUNCTION

Receive general supervision from the Facilities Planner or other Facilities Manager to perform architectural and engineering drafting for construction and remodeling work; do minor design work for construction and remodeling projects and assist in planning and estimating for these projects; coordinate and inspect projects in progress; perform various engineering technician duties as assigned such as property title searches; and perform related duties as assigned. Exercises technical guidance over others relating to design, construction, and remodeling projects.

**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.)*

Prepare engineering and architectural drawings, renderings, schematics and evaluations from sketches and notes manually and/or through the use of electronic drafting software. *(E)*

Compile, organize and/or maintain spreadsheets, paper and/or electronic files, working drawings and the District's plan room. *(E)*

Prepare Board agenda items and resolutions necessary for construction and alteration projects regarding authorization for design, construction and project close out. *(E)*

Confer with administrators and staff; provide advice and recommendations on plans, specifications and type of materials to be used in District construction and alteration projects. *(E)*

Assist in field measurements and surveys. *(E)*

Submit written reports on design, construction, and remodeling projects. *(E)*

Prepare contract documents, including drawings and specifications for construction and remodeling projects; assist in planning and estimating. *(E)*

Compile and maintain a technical, historical and reference library for District facilities including but not limited to records on all portable buildings, project warranties and operations manuals and completed project plans/contract documents. *(E)*

Inspect projects in progress; identify and provide for the correction of problems detected. *(E)*

Coordinate the completion of projects with District personnel, contractors and vendors. *(E)*

Compile and maintain legal files of property inventories and records on school site areas. *(E)*

## **Engineering Technician – Continued**

Conduct property title searches. (*E*)

Work with a variety of State agencies to secure planning and funding approvals for major construction projects. (*E*)

Maintain regular and prompt attendance in the work place.

Operate a variety of office equipment including a copier, fax, large document copier, plotter, computer and assigned software; drive a vehicle to travel to District properties and other locations to conduct District business.

### OTHER DUTIES:

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

- Methods, materials and instruments used in architectural and engineering drafting
- Basic construction methods, materials and techniques
- Basic understanding of the building codes
- Architectural and site planning
- Principles of specification preparation
- Principles of record keeping and filing system
- Computer aided drafting
- Laws and regulations related to public agency construction work
- Oral and written communication skills

### ABILITY TO:

- Prepare architectural and engineering drawings using AutoCAD programs or equivalent
- Read plans and specifications; verify field notes, drawings, and sketches
- Perform project design work as required
- Inspect projects in progress; detect construction and engineering problems
- Establish and maintain record systems neatly and accurately
- Follow oral and written instructions
- Communicate effectively, orally and in writing
- Physical capability sufficient to perform job tasks
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

## **EDUCATION AND EXPERIENCE**

## **Engineering Technician – Continued**

Any combination of education, training and/or experience equivalent to: graduation from high school supplemented by two (2) years course work in planning, construction administration, architectural-engineering drafting or related field and two (2) years' experience in a facility planning, construction, construction management and/or as an architectural or engineering draftsman specializing in the use of computer aided drafting programs, for a combined total of four (4) years.”

### License or Certificate

Possession of a valid California driver's license is required.

## **WORKING CONDITIONS**

### ENVIRONMENT:

Indoor and outdoor work environment.

### PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for up to 100 yards
- Occasionally lift and/or carry up to 60 lbs at waist height for up to 100 yards
- Enter data into a computer terminal/typewriter and operate standard office equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Bend at the waist
- Reach overhead, above the shoulders and horizontally; grasp, push/pull

### HAZARDS:

Visit construction sites

### SALARY PLACEMENT

CSEA 821

261 Days

Range 57 (\$4,713 - \$5,726)

CSEA 821 Approval: 09/21/16

Personnel Sub: 10/04/16

Board Approval: 10/25/16