

Job Description

Job Title: **Architectural/Engineering Technician**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **02/13/2018**

Job Code: **5023**
 FLSA Status: **Non-exempt**
 Pay Range: **L 3**
 Work Year: **12 months**

SUMMARY: Provides technical and analytical support for facilities planning within the District. Inputs information into Computer Aided Facilities Management Software (Archibus), Facility Cost Forecast System Software (CostLab), and provides reports from Archibus and CostLab regarding District facilities. Assists with District facilities audit process. Collects, compiles, and archives “record” construction documents and maintains construction library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain and update District record drawings for all facilities within the Archibus software program, utilizing AutoCAD. Including but not limited to base floor plans, security and fire device locations and HVAC airflow diagrams. Incorporate all new construction, major/minor renovations and maintenance upgrades.	D	30%
2. Maintain and update District database as necessary to incorporate all new construction, major/minor renovations, maintenance upgrades and audit data.	D	30%
3. Catalog and maintain electronic media containing District record drawings of all new construction and major/minor renovations. Maintain electronic drawing archives per District Records Manager.	W	15%
4. Maintain construction library hard copy files and prepare for electronic records management.	D	15%
5. Provide support to staff including printing of drawings as needed, records and database research and field measurements and investigation.	M	5%
6. Performs other duties as assigned.	M	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma.
- Associate Degree in Computer Assisted Drafting or related field preferred.
- Must be a minimum of 18 years old.
- Minimum of one (1) year experience in architecture, design, and/or construction documents.
- Experience with field investigation and measurement and/or working knowledge of current Facilities Management Software preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- None required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to read and interpret blueprints.
- Ability to utilize AutoCAD for drafting and MS Office.
- Proficiency in AutoCAD and Revit
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- AutoCAD, Facilities management databases, and MS Office programs.
- Required to attain proficiency in Archibus and Whitestone MARS software within 6 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Assistant Director of Facilities	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no supervisory responsibilities.	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct	X			
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills		X		
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			

Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	