

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FACILITIES & CONSTRUCTION SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, assist management staff, project managers, and contract managers in performing a variety of responsible technical tasks for state and local projects; produce and maintain plans and drawings of District buildings and facilities; and provide, manage, and update a document control system to ensure that construction documents and As-Built drawings are properly recorded, maintained, reproduced, updated, and distributed.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide assistance to management staff, project managers, and contract managers with a variety of state and local projects; serve as coordinator of the Initial Project Proposal (IPP), Final Project Proposal (FPP), and 5-year construction plan.
2. Perform drafting work on a wide range of building projects including architectural, structural, mechanical, electrical, and air conditioning projects.
3. Prepare sketches including plans, elevations, site plans and renderings of proposed facilities as required by the District Facilities Planning and/or Facilities Maintenance Departments.
4. Prepare architectural working drawings of a more complex nature including site plans, foundations, floor plans, elevations, sections, details, diagrams, and schedules as required.
5. Prepare working drawings for structural, plumbing, heating, electrical, and air conditioning work; assist in writing specifications for all phases of architectural projects.
6. Analyze space utilization and building uses; draw and/or sketch layout as necessary; prepare report to the state.
7. Provide a uniform filing system for the storage of all construction documents, As-Built drawings, and warranties.
8. Provide a system and procedures for the baseline revision and distribution of construction documents and As-Built drawings.
9. Archive and update CAD files on a file server and removable media storage; monitor receipt of all Auto-CAD files and drawings.
10. Manage network and local specific drawing plotting and printing format.
11. Index, catalog, archive, and file all project documents, data and drawings; purge project files of obsolete drawings and documents.
12. Coordinate receipt of As-Built drawings with architects and engineers; receive final As-Built record drawings (Auto-CAD) and review for completeness.

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13. Assist in compiling and distributing sets of construction plans and specifications to all project participants; assist in the preparation of construction documents; update file drawings to reflect existing conditions.
14. Assist in preparation of Department of State Architect (DSA) contract information forms and provide support for DSA project review.
15. Update and maintain assigned webpages within the District's website.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, practices and techniques of architectural drafting.
2. Construction specifications and plans, and the applicable regulations relating to public works construction by contract.
3. Materials, methods, and the tools involved in the construction or repair of public or commercial buildings.
4. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
5. Computer aided design cad software and graphics or photo imaging software.

Ability to:

1. Learn the operations, services, and activities of the District's facilities planning and facilities modernization program.
2. Learn, understand and explain District policies and procedures.
3. Perform technical computations to make estimates and tests and to compile simple structural, architectural, and related engineering data.
4. Read and interpret a wide variety of plans, aerial photographs, survey notes, and engineering reports.
5. Research information and compile and organize data.
6. Analyze situations accurately and adopt an effective course of action.
7. Work under pressure of deadlines.
8. Carry out work objectives in an organized, efficient, and timely manner.
9. Assist in the management of construction contracts.
10. Assist with the management of the RFI process and correspondence flow for change orders and modifications
11. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
12. Type and enter data at a speed necessary for successful job performance.
13. Set up and maintain a variety of files and records.
14. Utilize CAD software.
15. Use drafting instruments and equipment.
16. Conduct facilities audits and prepare surveys of both colleges and District office building as required for compliance with various laws and regulations
17. Communicate clearly and concisely, both orally and in writing.

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18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in architecture, drafting, engineering, or a related field. A Bachelor's degree is desirable.

Experience:

Four years of increasingly responsible architectural design and drafting experience including one year experience in using Auto-CAD.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel from site to site; occasional exposure to dust and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/27/06;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional