

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facilities Project Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1011	WORK YEAR:	12 Months
DEPARTMENT:	Maintenance and Construction		

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to maintain records, plans, specifications, and other documents; work from blueprints, shop drawings, and sketches; drive a district vehicle to conduct work. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination of education, training, and experience equivalent to: completion of a b degree with specialization in construction, industrial building technology, or construction business administration. Six years of technical experience in the construction industry, including experience in specification preparation and estimating for multiple trade projects.

LICENSES AND OTHER REQUIREMENTS:

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contract language for Contracts Office.

Tools, materials, and standard practices relating to general maintenance and construction.

Building codes and trades required to write complete and concise specifications to accompany plans for contracted and in-house jobs.

Cost estimating and project scheduling.

Maintenance and construction terminology.

Operation of a computer and related maintenance and construction software.

Record-keeping and data entry techniques.

Oral and written communication skills.

District organization, operations, policies, and objectives.

Health and safety regulations.

ABILITY TO:

Adhere to contract language for Contracts Office.

Read, interpret, and assist in the preparation of plans and specifications for all phases of construction and building maintenance.

Read, understand, and utilize technical information, parts lists, and operating manuals to plan and assist in scheduling projects.

Complete detailed work from general assignments.

Establish and maintain effective working relationships with crafts supervisors, administrators, and non-district personnel from professional agencies.

Develop and maintain a positive relationship with principals, parents, and staff.

SAMPLE PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; see to read plans and specifications, and view a computer monitor; hear and speak to exchange information; sit, stand, climb, or walk for extended periods of time; climb ladders and work at heights; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files.

(Former Classification: Facilities Project Technician/DSA Inspector)