

Job Title: Engineering Technician

Wage/Hour Status: Hourly

Reports to: Director Planning, Engineering & Construction

Pay Grade: 404

Dept. /School: Facilities Maintenance & Construction

Date Revised: April 9, 2021

Primary Purpose

Assist the Director by providing staff support, coordination, and assistance on construction and maintenance projects concerning CADD operation.

Qualifications

Education/Certification

High School Diploma/GED
Associate Degree in CAD, Engineering, or Architecture
Valid Driver's License

Special Knowledge/Skills

- Knowledge of computer hardware and software
- Working knowledge of Auto CAD 2012 and Windows Applications
- Strong organization, communication and interpersonal skills
- Knowledge of project planning and construction principles
- Ability to read blueprints and schematics

Experience

Six (6) months experience with Auto CAD

Major Responsibilities and Duties

1. Provide CAD and technical drawing assistance for multiple engineering and architectural disciplines.
2. Coordinate the production, maintenance and manipulation of computerized drawings in addition to computerized Databases utilizing Excel and AutoCAD 2012 or equivalent software.
3. Ability to edit, store, back-up and archive drawing files on the computer.
4. Utilize plotting equipment and technical copier in the generation of record drawings.
5. Maintain permanent records of plans and specifications for all district facilities.
6. Edits site plans of portable classrooms to ensure prerequisites are met for application of city permits.
7. Manage the maintenance of department reprographic equipment.
8. Utilize reproduction equipment for photostatic/blueprint drawings, and administer the printing and reproduction contract.
9. Operate vehicle, equipment and uses tools following established safety procedures.
10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
11. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
12. General knowledge of construction techniques, to include civil, structural and architectural plans/layouts.
13. Maintain department reference library.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer, copier, digitizing and plotting equipment, reproduction equipment, measuring wheel, architectural and engineering scales, tape measure, technical drafting instruments, digital camera.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Repetitive hand motions, prolonged use of the computer and mouse. Frequent districtwide and statewide travel; occasional prolonged and irregular hours.

Terms of Employment

226 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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