CONSTRUCTION TECHNICIAN

DEFINITION
Under general supervision, assists in the preparation of plans and specifications and the inspection of capital improvement construction projects.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the preparation of plans and specifications and the inspection of residential construction projects; conducts field observations and inputs information into drawings;
- Assists with the research of projects and collecting, compiling, analyzing and performing concept design; performs engineering calculations and drafting using computer hardware and software;
- Assists in monitoring and implementing project plans.
- Oversees smaller projects and assists with the oversight of portions of larger projects;
- Assists residents with questions, concerns or requests; prepares draft memos and reports for construction projects;
- Prepares reports and documents progress of projects and maintains files, records and paperwork;
- Assists in monitoring project time and budgets.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable City, state, regional and Federal statutes, rules, ordinances, codes and regulations governing public works operations, engineering and construction principles and practices relating to public works, and occupational hazards and safety guidelines;
- Skilled in file and records management, reading and interpreting city rules, policies, codes, and regulations to non-technical individuals, and utilizing quality engineering and construction principles to performed essential job duties;
- Ability to perform essential duties with minimum supervision and to effectively communicate verbally and in writing in English to all levels staff and the public
- Proficient in operating technical devices and computer hardware to include MS Office and other industry related software

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS
High School Diploma or equivalent combine with course work in Construction Management AND 3 years of progressively responsible experience in construction, planning, building and safety OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.