

TITLE: BUILDING PLANS AND RECORDS SPECIALIST

QUALIFICATIONS

Knowledge of

1. Auto CAD 14 and Auto CAD 2000 or equivalent software applications and peripheral hardware.
2. Auto CAD, MAP, Auto Desk Map Guild and Asset Tracking.
3. Correct English usage, spelling, grammar, punctuation, and math.
4. General building construction process.
5. Modern office methods, terminology, and procedures.
6. Safety rules and regulations for this position.
7. State laws and district rules and regulations pertaining to school facilities accounting and record keeping requirements and standards.
8. Uniform Building Code, Title 24 and Americans with Disabilities Act specifications and regulations regarding design structure.

Ability to

1. Be a productive and active team member.
2. Assist with establishing and maintaining computer-to-computer communication network for multiple project delivery systems.
3. Communicate effectively and tactfully in both oral and written forms.
4. Establish and maintain a variety of complex computer-based record-keeping systems and prepare a variety of financial and statistical reports related to assigned areas of responsibility.
5. Establish and maintain effective work relationships with those contacted in the performance of required duties.
6. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
7. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
8. Install, update and administer CAD and Volo View applications.
9. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operation unit.
10. Maintain accurate electronic drawings of complex sites, architectural and record drawings.
11. Operate office machines and equipment including a typewriter, copier, personal computer and calculator proficiently.
12. Perform complex clerical work and make above average mathematical calculations with speed and accuracy while working independently.
13. Perform diagnostic and analytical functions on various facility management resource databases.
14. Prepare accurate projections, reports, and correspondence independently without immediate supervision.
15. Provide orientation, training and support for district-wide CAD users.
16. Receive and give information over the telephone or in person in a courteous manner.
17. Understand and carry out oral and written instructions, policies, and procedures.

Training and Experience

1. Certified in Engineering and Architectural Auto CAD Certificate program (Auto CAD 14 and 2000).
2. Equivalent to the completion of the twelfth (12th) grade.
3. Has working knowledge of word processing and spreadsheet software.
4. Post high school training in Engineering Drafting Technology, Drafting, Mechanical Drafting, Auto CAD, blueprint reading and Engineering Technology.
5. Training in Desk Auto CAD Architectural Desktop.
6. Two (2) years of successful experience of training in Computer Aided Drafting (CAD) Systems.

REPORTS TO: Assigned Administrator

JOB GOAL: Provides accurate drawings of district properties and detailed information on construction systems. Provides accurate projections for student population and buildings in which to house those students.

ESSENTIAL FUNCTIONS

1. Communicates to architects the district's requirements for maintaining database.
2. Creates detailed building plans, as needed, in an electronic form.
3. Follows district policies and procedures.
4. Knows and understands the Mission and Core Values of the district.
5. Maintains detailed building plans, as needed, in an electronic form.
6. Maintains detailed site plans in an electronic form.
7. Maintains the official hard copies of all plans and submittals.
8. Work directly with Architect's, Engineer's, Testing/ Inspection Companies and DSA to coordinate certification and close-out of all current district projects.
9. Work with DSA on re-opening and closing out all old non-certified DSA projects.
10. Work with district staff to help design and advise on alterations, repairs, relocation, rehabilitation and site work to existing schools. Prepare working drawing and technical specifications for work to be performed.
11. Modifies building plans as needed for minor/major construction projects.
12. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests, etc.
13. Participates in distinct in-service training as required.
14. Performs other related duties as assigned.
15. Plots future growth needs at sites.
16. Posts modification to plans for construction projects.
17. Prepares preliminary drawings for construction projects.
18. Prints "as built" plans for the maintenance department.
19. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
20. Provides "what if" scenarios for upcoming construction projects.
21. Provides detailed information about existing sites.
22. Translates submitted plans from architects to district standards.

OTHER FUNCTIONS

1. Coordinates data between CAD and the ACT (Applied Computer Technologies) system.
2. Operates and maintains plotter. Assists in asset tracking system.
3. Maintains digital photos of construction projects, prepares official as-built drawings.

4. Maintains District Project Manuals and technical specifications for all sites and projects.
5. Provides Police and Fire Departments accurate and updated site plans and as-builts showing emergency shut-offs, etc.
6. Maintains data base of District building inventory.
7. Maintains record of all 3-A diagrams from architect for all sites.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds occasionally.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to operate office machines and equipment in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.
20. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Assistant Superintendent for Operational Services or designee will give the evaluation.

Approved by: Board of Education Date: 08/08/2013

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**