

CONSTRUCTION PROJECTS INFORMATION TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the supervision of an assigned manager, the job of Construction Projects Information Technician is performed for the purposes of: designing, scheduling and tracking highly complex school construction activities, tasks, milestones and deadlines across multiple concurrent projects from pre-construction through close-out; coordinating and expediting the flow of work and materials according to production schedules; and establishing and maintaining a comprehensive document control and retrieval process to ensure rapid availability of current status and changes to active projects for information and decision-making by District managers, construction engineers and supervisors, architects, and vendors.

DISTINGUISHING CHARACTERISTICS

This class is a specialized class requiring a general knowledge of the construction industry including plans, schematics, and contracts; specific knowledge of construction project management including documentation of work orders, scheduling changes, and verification of submittals; and familiarity and experience with specialized construction project scheduling software. This job is distinguished from other technical and assistant classes by its responsibility to support and assist construction project planners, managers and administrators with their responsibility for coordinating, overseeing and directing the evolution of single and multiple large and small school construction projects occurring simultaneously through ensuring the integrity and accuracy of project planning and management systems that capture and report on data and documents related to project activities and deadlines.

ESSENTIAL JOB FUNCTIONS

- Identifies critical path method schedule for each project for the purpose of ensuring reasonable activity durations and sequences
- Examines/Reviews documents, materials, work orders, activity reports, drawings, specifications, contractor's baseline cost loaded schedule or schedule of values to reflect the scope of work, deadlines, and milestones that need accurate tracking for multiple, concurrent projects
- Oversees quality control processes intended to ensure that contractors and other vendors schedule submittals conform to program master schedule, codes, and construction contracts
- Reviews documents such as schedules, work orders, delivery timelines, and change orders, to determine that all relevant materials and activities will conform to project requirements and approved schedule timelines
- Reviews, organizes, monitors status of Requests for Information (RFI's), Requests for Proposals (RFP'S), and Change Orders to ensure timely responses, submittals, and processing from responsible parties (e.g., construction contractors, vendors, suppliers, etc.)
- Types/enters data to scheduling system to support ongoing information needs and decision-making processes of project managers

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- Revises and updates project schedules as needed to reflect design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management and operations personnel to maintain accurate records of change decisions and timetables
- Records construction activity data and requisition data from superiors, vendors, suppliers, contractors, architects, and engineers, to ensure integrity of the information necessary to meet construction timeline demands
- Reviews and prepares periodic (monthly/weekly) reports regarding contractor progress, changes in priority sequencing, critical path issues, manpower usage, status of major milestones, projection, cost projections, and monthly progress of billing
- Reviews monthly updates and prepares reports regarding contractor progress, change in logic and durations, critical path issues, manpower usage, status of major milestones, projections, cost loading and earned values, and status of monthly progress billing
- Supports assigned project managers and administrators for the purpose of assisting them in carryout their functional responsibilities for successful deliver of construction projects
- Operates a variety of software applications and office equipment and enters data to planning database to support ongoing information and decision-making process of project managers

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

JOB REQUIREMENTS – MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE of facilities planning and scheduling processes; building construction practices and sequence of operations; methods, materials, procedures and policies involved in the completion of construction projects; terminology and techniques used in building plans and construction; and construction contract administration. Required to perform basic math; read a variety of manuals; write documents following prescribed formats; analyze situations to define issues and draw conclusions. Specific knowledge is required to perform satisfactorily the function of the job and includes: use of computer software and hardware to design and maintain construction schedules.

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include speed and accuracy of data entry for recording, modifying and reporting schedule information (e.g. spreadsheet, word-processing, and data bases); adjusting priorities quickly to respond to new situations; learning and implementing database software for entering, storing, retrieving and reporting data.

ABILITY to demonstrate proficiency in project management scheduling software (e.g. Microsoft Project, Primavera, E-Builder or similar); interpret and analyze technical materials such as construction contracts, drawings and specifications; analyze critical path and cost loading, resource loading, global changes and filtering and report layouts; recognize critical elements of problems, determine solutions and make

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logical recommendations. Flexibility is required to work with others under a wide variety of circumstances, analyze data using defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment in working with others; problems solving required to analyze issues, create plans of action, and reach solutions with data and with equipment is moderate.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; and operating within a defined budget and/or financial guidelines. There is a continual opportunity to positively affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

EDUCATION

Associate degree or higher in construction project management, project management, engineering, or business administration or equivalent. Additional qualifying experience of the type described below can be substituted for the education requirement on the basis of one year of additional experience for each 24 semester/45 quarter credits.

EXPERIENCE

Two years of experience in construction scheduling, preferably on large public works projects.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

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None Specified.

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.