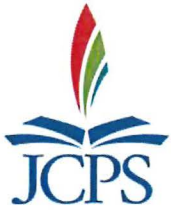


DELETE EFFECTIVE 12-11-18



REVISED:
7/1/2012

JOB TITLE:	CONSTRUCTION/FACILITIES TECHNICIAN
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8656
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for gathering data and preparing documentation to support architect/engineer selections and project approvals. Prepares bids and monitors modifications to the original bid to support constructional activities. Serves as department liaison to ensure all parties receive up-to-date communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides support for the department by reviewing, evaluating, developing, implementing construction activities.

Utilizes a variety of computer software to support reporting within the district and with the Department of Education.

Serves as liaison for architects, engineers, contractors, school personnel, and the Kentucky Department of Education in the submittal of contracts and supporting documents.

Oversees the preparation and review of operational records and reports for the department.

Assists the supervisor in the opening of sealed bids and records information.

Performs clerical and secretarial duties including filing, typing and correspondence.

Opens, sorts, and catalogues incoming mail and other written communications making appropriate distribution; maintains a pending file.

Receives, initiates and facilitates telephone communications responding to routine requests and referring technical calls and requests to appropriate staff.

Establishes and maintains division files and recurring internal reports.

Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years successful clerical experience in an office environment with excellent knowledge of general office procedures

Typing/transcription skills

Excellent knowledge of business English, spelling and arithmetic

DESIRABLE QUALIFICATIONS

Experience with model procurement

Excellent telephone and reception manners

Successful experience in similar or related area of assignment

Ability to work well in a team situation

Efficient time management