

## **Plans Room Technician - (9412)**

### **Description**

# **THE SCHOOL BOARD OF MANATEE COUNTY**

**Local Title: PLANS ROOM TECHNICIAN**

**State Job Title: Office Aide, Facilities/Construction**

### **JOB DESCRIPTION**

#### **JOB GOAL:**

To provide the proper retention of school and site related construction information for to the District.

#### **QUALIFICATIONS:**

1. High School Diploma or successful completion of an approved equivalency program.
2. Minimum of five (5) years of successful experience in architectural drafting or facilitating construction documents for commercial, industrial or educational facilities.
3. Experience in developing, organizing and maintaining record construction documents in both hard copy and electronic format.
4. AutoCAD knowledge and experience is preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to demonstrate proficiency with AutoCAD computer aided drafting system and familiarity with electronic file storage. Ability to read construction documents and project information and disseminate this information as required by the Florida Department of State's Records Management Requirements. Experience in organizing and maintaining record construction documents and project information. Ability to demonstrate proficiency operating and maintaining all document reproduction equipment. Ability to communicate

effectively, both orally and in writing, to interpret and transmit technical information in response to requests for documents from design professionals, construction managers, consultants and District personnel. Ability to make decisions in accordance with District policies and procedures. Ability to establish and maintain harmonious working relationships with professionals and District staff. Ability to operate equipment such as plotters, printers, cameras is preferred.

## **REPORTS**

### **TO:**

Director, Construction Services

## **SUPERVISES:**

N/A

## **PERFORMANCE RESPONSIBILITIES:**

1. Maintain all construction record documents for easy access in the department Plans Room.
2. Read and analyze construction record documents for the dissemination of information as required by District personnel and professional consultants.
3. Create, update and maintain computer generated drawings using an AutoCAD program.
4. Assist with documentation and archiving of all Selection Process activities, in accordance with Florida Statutes.
5. Maintain and update a system that provides timely responses to Plans Room requests.
6. Maintain and distribute the District's Planning Manual.
7. Update and verify the Florida Inventory of School Houses (FISH). Disseminate FISH information to District personnel, County and State personnel, and others as requested, including drawings, reports and surveys.
8. Assist with completion of electronic DOE form submissions for department projects.
9. Maintain and update Educational Specifications.
10. Assist with monitoring visitors to the department, including informing them of office hours, closures and holidays.
11. Enter and monitor Work Orders related to Construction Services.
12. Provide assistance upon request to Planning initiatives, such as Development Reviews, Sidewalk Surveys, Safe Routes to Schools documents, and others.
13. Receive and stamp Department mail and deliveries.
14. Assist with Department clerical activities as required.
15. Provide information for the purpose of facility assessments as required.
16. Maintain positive relationships with professionals and District staff.
17. Demonstrate initiative in the performance of assigned responsibilities.
18. Provide for a safe and secure worksite
19. Model and maintain high ethical standards.
20. Follow attendance, punctuality and proper dress rules and procedures.
21. Maintain confidentiality regarding school matters.
22. Participate in workshops and training sessions as required.
23. Communicate effectively with District staff, students and parents, as well as professionals.
24. Keep supervisor informed of potential problems or unusual events.
25. Respond to inquiries and concerns in a timely manner.
26. Prepare all required reports and maintain all appropriate records.
27. Follow all School Board policies and procedures.
28. Exhibit interpersonal skills to work as an effective team member.
29. Create database files for use by the Department, as requested.
30. Scan and/or save documents into the District's server as required. Work with IT to insure electronic files are backed up appropriately.

31. Perform other duties assigned, consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board approved:**

02/27//2018

<b>SALARY SCHEDULE</b>	<b>HOURLY NON-BARGAINING</b>
<b>PAY GRADE</b>	33
<b>JOB CODE</b>	FAC021
<b>STATE JOB CODE</b>	74094

**Primary Location**

: United States-Florida-BRADENTON

**Work Locations**

:

ROBERT G. MATZKE SUPPORT CENTE  
1 MATZKE WAY  
BRADENTON 342080000

**Job**

: Administrative Opportunities

**Organization**

: 4200 Dept of Capital Projects

**Schedule**

: Full-time

**Employee Status**

: Regular

**Approved Budgeted Salary**

: 17.13 - 19.11