CLASS TITLE: SENIOR CAPITAL IMPROVEMENT PROGRAM PROJECT TECHNICIAN

BASIC FUNCTION:

Under direction, assists in the coordination of construction, alteration, and improvement projects of County buildings and facilities and ensures compliance with applicable federal, State, and local codes and regulations.

DISTINGUISHING CHARACTERISTICS:

The Senior Capital Improvement Program Project Technician is the advanced journey level of the series. The class is distinguished from the lower level class of Capital Improvement Program Project Technician by its responsibility to perform the more complex technical project coordination work, assist in the preparation of project proposal documents, estimate project costs, and assess projects for compliance with the Americans with Disabilities Act (ADA). The class reports to the Capital Improvement Program Project Coordinator in the Public Works Department.

ESSENTIAL FUNCTIONS:

Assists in project coordination for capital improvement projects including design, scope of work, and cost estimating; assists in ensuring departmental and County requirements for quality and costs constraints are met.

Assists in the performance of County space needs assessments; assists in the development of specifications for space modifications that need to be contracted.

Assists in the development of project proposals and selection criteria; prepares associated bidding, notice, and inspection documents; assists in preparing construction documents to ensure that the technical objectives of projects are met.

Conducts inspections of proposed building sites or remodeling requests to obtain relevant information to assist in determining project feasibility; communicates recommendations with personnel and administrators of departments; prepares records of inspections.

Conducts assessments of proposed projects to determine if guidelines under the Americans with Disabilities Act (ADA) have been addressed and completed work complies with the Act and other code requirements; provides narrative reports of findings; provides technical advice on compliance issues with the Americans with Disabilities Act.

Performs project progress inspections of structural, architectural, fire, and life safety systems and components for compliance with applicable codes, designs, plans, specifications and applicable federal, State, and local legal mandates.

Assists in coordinating preliminary planning and programming phases of construction projects for new construction and major alterations.

Assists in estimating expenditures such as design and engineering fees and construction costs;
assists in developing scopes of work and design plans.

Assists in providing technical assistance to department heads regarding feasibility or status of projects; provides answers to technical questions regarding ADA and other building codes and regulations.

Maintains records and field notes.

Operates a variety of office equipment including a computer and assigned software; develops and updates website features as assigned.

Performs other duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Applicable building and construction codes related to assigned activities.
The Americans with Disabilities Act.
Technical terms used in the building and construction trades.
Health and safety regulations and procedures.
Technical aspects of field of specialty.
Recordkeeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of computers and drafting, graphics, and CAD software.
Interpersonal skills that demonstrate tact, patience, and courtesy.
Oral and written communication skills.
Policies and objectives of assigned department, program, and activities.

**ABILITY TO:**
Read building plans and properly identify components.
Prepare construction drawings and specifications.
Monitor project progress and inspect for code and specification compliance.
Interpret, apply, and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Maintain various records related to work performed.
Operate a variety of office equipment including a computer and assigned software.
Analyze situations accurately and formulate and adopt and effective course of action.
Communicate effectively both orally and in writing.
Make basic mathematical calculations.
Perform inspections.
Work from designs, blueprints, drawings, and sketches.

**EDUCATION AND EXPERIENCE:**

A Bachelor’s Degree in engineering, architecture, or project management; OR, two years of college coursework in architecture, engineering, or project management and one year of construction project management experience; OR, a certificate of completion from a construction project management program plus two years of engineering, architecture, or construction project management experience.

B.O.S. August 23, 2011
LICENSES AND OTHER REQUIREMENTS:

A valid California Driver’s License.

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor work environments.

PHYSICAL REQUIREMENTS: Driving a vehicle to construction sites; hearing and speaking to exchange information; seeing to conduct inspections and read a variety of materials; dexterity of hands and fingers to operate a computer; ability to climb ladders and work from heights when conducting inspections; bending at the waist, knelling, and crouching.

HAZARDS: Exposure to construction noise, electrical power supply and high voltage, and working in physically restrictive environments during inspections.