

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Planner/Estimator/Inspector (Electronics)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OSS
REVISED:	March 26, 2003		

BASIC FUNCTION:

Plan and estimate projects involving maintenance, alterations, repair, and capital outlay work; conduct required inspections to ensure conformance with plans and specifications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Visit sites requesting service to determine needs, gather necessary information, and develop plans to complete the project. **E**

Prepare specifications on labor, scope of work, and material quality in accordance with building codes, state, and local requirements. **E**

Prepare shop drawings and/or sketch in conjunction with the architect's office. **E**

Use a variety of estimating practices, standards, and manuals as needed to estimate labor and material requirements, and determine an appropriate job sequence plan. **E**

Prepare bill of material for each project that includes description, quantities, specifications, and costs. **E**

Compute estimated total cost in order to determine availability of funds. **E**

Prepare work and timetable schedules. **E**

Monitor progress of projects, conducts inspections, and makes reports to unit supervisor. **E**

Act as a district inspector for various maintenance and construction projects accomplished by vendors and contractors. **E**

Assist in the evaluation of proposed capital outlay projects, recommends priorities, and prepares justification. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of a recognized vocational or military training program and three years of recent, full-time, paid, progressively responsible experience as a journey-level or lead electronic technician, including field experience on clock and signal systems, fire and intrusion systems, cable TV systems, computer networks (twisted pair and fiber optic), telephone and intercom systems, dimmer boards for stage lighting systems, radio and TV antenna systems, and card access systems.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Maintenance and construction practices.
Relationships between building trades.
Applicable building codes.
Pertinent safety regulations. .
State-of-the-art methods, equipment, materials, and practices used in the electronics trade.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Read, understand, and interpret engineering drawings and specifications
Estimate material and labor cost.
Detect construction deviations such as inferior materials or workmanship.
Prepare shop drawings and specifications.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; climbing ladders, stairs, and scaffolding to make necessary inspections; lifting light objects.

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