

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Construction Site Document Control Specialist	REPORTS TO:	Assigned Manager
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OTBS
ISSUED:	July 29, 2014		

BASIC FUNCTION:

Perform highly responsible administrative document control duties on construction project sites related to the administration of facilities construction projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Perform highly responsible administrative duties related to the administration of facilities construction projects. **E**

Organize, maintain, utilize, and retain detailed project records and documents, including but limited to correspondences, proposals, Requests For Information (RFIs), submittals, meeting minutes, drawings, specifications, Division of the State's Architect (DSA) documents, change orders, and Architect's Supplemental Instructions. **E**

Prepare technical documents, correspondence, meeting minutes, and special reports. **E**

Provide administrative support as needed to directors, supervisors and/or construction managers on multiple project sites including answering phones, organizing and maintaining operational files/records, and managing schedules. **E**

Ensure that documents are complete, accurate, and in compliance with established procedures. **E**

Prepare and utilize spreadsheets to track plan distribution and quality assurance/quality control reviews. **E**

Set up and manage project files; develop and maintain logs in the district's project/program software system. **E**

Record, edit, and disseminate project meeting minutes within time requirements. **E**

Work closely with Project Managers (PM), Project Inspectors (PI), and Construction Managers (CM) to maintain consistent documentation standardization processes. **E**

Perform monthly audits of assigned project files/records to verify they are complete and accurate. **E**

Manage, organize, and archive project files and records to support project development from initiation to completion and closeout. **E**

Assemble weekly CM reports for dissemination to the FPC department. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to an associate's degree in business or related field, and five years of recent, related facilities planning and/or construction administrative experience; or a demonstrated equivalent combination of education, skills, knowledge and experience. Must be proficient in Microsoft Office Software, and have specific experience utilizing project/program management software to store, track and manage multiple types of construction documents (such as RFI's, submittals, etc.).

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Microsoft Office and Project/Program Management Software Systems.

Construction terminology and acronyms.

Modern office methods and procedures and the use of standard office machines and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Communicate effectively orally and in writing.

Prepare technical documents, correspondence, and special reports.

Establish and maintain effective working relationships with all levels of staff and the public.

Read, interpret, apply, and explain rules, regulations, policies, and procedures related to FPC.

Operate standard office equipment, including computers and related software applications.

Train and direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange; seeing to read, prepare, and proofread documents; sitting 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; lifting light objects.

Issued: 07/29/14

Job Code 6591

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