

TITLE: Building Technologist - District
SECTION: Operations
REPORTS TO: Capital Coordinator

SUMMARY:

Under the direction of the Capital Coordinator, provides information, design, review, drafting, procurement and coordination services related to the maintenance, planning, construction, and alteration of District facilities.

DUTIES:

1. Designs and maintains comprehensive databases and spreadsheets relating to District building facilities.
2. Prepares Tender documents and monitors completion of contracts for maintenance replacement and Capital improvement projects. Prepares schedules, expedites services for current projects and contract work, consults with external organizations as necessary.
3. Performs site and building investigations as necessary and meets with stakeholders to establish project criteria, develop designs and provide working drawings regarding a variety of works including facilities renovations, minor capital projects, site development and improvements. Liaises and coordinates with project work forces to expedite completion of projects.
4. Implements and maintains a district utility consumption database and provides information and liaison for the District Energy Saving program. Generates regular reports as required for Department information and action.
5. Assists in the development and prioritization of minor capital project lists and estimates. Monitors capital project expenditures
6. Provides review and coordination for designs, working drawings, schedules and specifications and provides finish hardware schedules for Capital projects.
7. Implements and provides administration for the Web-based District Maintenance Management software program.
8. Researches materials, identifies suppliers, develops performance specifications.
9. Operates a personal computer, printer, fax machine, photocopier, scientific calculator, large format plotter, manual and ultrasonic measuring devices, surveyor's transit and other related equipment as required.
10. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- A recognized course of study in building technology of at least 2 year duration (Architectural Major) with diploma and eligibility for professional registration.

Skills - the applicant must have

- Advanced skills in the use of AutoCad/AutoDesk and Microsoft Office Suite including Word, Excel, Power Point and Access Programs.
- Demonstrated ability to develop and coordinate detailed working drawings and specifications
- Good working knowledge of standard construction methods and materials, millwork design and detailing practices and architectural finish hardware functions
- Good understanding of the application of Part 3 of the BC Building Code.

Experience - the applicant must have

- Experience as a technologist in an architectural or building construction office environment for a period of greater than 2 years.

Other - the applicant must

- Have a basic knowledge of WCB regulations and WHMIS program requirements
- Hold a valid BC Class 5 driver's licence
- Be able to follow established methods and procedures exercising independent judgment when required and be able to recommend changes.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	47 - Technical Assistant
LOCATION:	Maintenance
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	5	6	4	4	3	4	4	1	1	3	2
Total Points	360										

RATING CLASSIFICATION: LEVEL	15
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