

## **ENGINEERING PLANNING TECHNICIAN**

### **DEFINITION**

Under direction of Facilities Planning Director, to review, evaluate and recommend methods, materials, and procedures, prepare engineering sketches and specifications, and estimate materials and labor costs on physical resource requirements for work orders and contracts. Inspect district facilities and utility systems and identify work requirements against these assets to determine the labor, material and funds necessary to support this work.

### **TYPICAL DUTIES**

Receives and examines work order requests for maintenance repair, alteration or new construction to be performed by Central Maintenance skilled crafts and trade shops; determines whether Central Maintenance can legally perform the requested work by referencing applicable regulations and established policies governing extent of allowable force account work. If legal requirements are not satisfied, forwards request with comments/recommendations to the appropriate authority for decision. If legal requirements are satisfied, determines whether the work is economically feasible and can be accomplished by available Central Maintenance skills. If economic and staffing concerns exist, forwards request with comments/recommendations to the appropriate authority for decision. If economic and staffing sources are satisfactory, determines method(s) of accomplishment including rough estimates for decision/planning and or detailed estimates of labor, material, equipment and funds for scheduling. Determines accuracy of drawings submitted and/or prepares necessary shop drawings/sketches; develops estimated labor, materials and equipment lists by shop, determining material/equipment requirements for purchase/lease; participates in and prepares estimates for the planning of maintenance, alteration and new construction requirements for contract projects. Prepares contract specifications and assists in the bidding and quoting process of contracted projects. Serves as inspector on both central maintenance projects and contracted projects as required. Upon completion of all project requirements (Central Maintenance force or contract) updates and maintains the plans and drawings of the District.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Five years of experience as a journeyman or two years as an estimator or planner in the building trades.

#### **EDUCATION**

Equivalent to completion of appropriate apprenticeship.

#### **SPECIAL REQUIREMENT**

Possession of a valid California driver's license.

**KNOWLEDGE OF**

Modern practices, processes and materials pertaining to the maintenance, repair, and operation of building, utility systems, building trades and building materials used in maintenance, repair, alteration, and new construction; local and state building codes and fire and safety regulations; time estimating techniques, including use of engineering performance standards; procedures for researching and identifying construction materials.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; prepare work instruction sheets for craftpersons and work schedules for each shop (craft or trade) involved in the project, and provides standard time for performance estimates for each shop (taken from experience and/or work measurements standards when available). For large or complex projects affecting multi-trades, prepare a network plan using control techniques to tie in all related phases of the work. Prepare materials and equipment estimates identifying materials using manufacturers' catalogs. Determine manufacturers and local sources for the benefit of purchasing agents. Determine substitutes when necessary.