

## TECHNICIAN-CONSTRUCTION SERVICES

### DEFINITION:

Under the supervision of the Director- Construction, provides specialized technical administrative and clerical support to the construction services department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares Board items including change orders, bid awards, consultant requests, subcontractor substitutions and notices of completion.
- Assists the Director of Construction in administering the District's bidding process for all construction projects.
- Assists in the study and analysis of the terms and conditions of the contract agreement, specifications and addenda and prepares documents for disbursement.
- Prepares, and assists in the processing of requests fo
- Performs and coordinates administrative and clerical tasks in support of all construction related functions.
- Coordinates construction function with and assists facilities planning department as required.
- Assists in routine maintenance and operations activities, and other rel. 9)5 (1.4)TJ0.005 Tw T00) 87.5 65.7 01.5 (n)1.

