

SUPERVISOR, PLOT PLANS AND ALLOTMENTS

DEFINITION

Plans, coordinates and directs the activities of the Plot Plan or Plan Vault Unit.

TYPICAL DUTIES

Plans, schedules, assigns and supervises Engineering Aides in the performance of the following duties:

- Taking measurements in the field and preparing sketches and field notes showing dimensions of building and ground areas
- Reading and interpreting construction and engineering drawings
- Drawing, verifying, maintaining, and monitoring the circulation and distribution of plot plans of new and existing schools, buildings, and grounds
- Making additions and corrections to plot plans by performing routine drafting, tracing, and lettering, using both traditional methods and a computer-aided drafting system
- Compiling, computing, and determining allotment of custodial and gardening labor hours for District school and office sites
- Maintaining records of all District buildings and grounds, including such information as portable building moves, building demolitions and additions, and square footage of buildings and ground areas
- Indexing and filing drawings and miscellaneous technical information
- Providing photographic identification badge services for various District offices and activities.

Oversees the collection and archiving of facilities-related construction documents, including Division of the State Architect (DSA) stamped original tracings and specifications, "as-built" drawings and electronic files.

Verifies the accuracy of "as-built" drawings and other documentation.

Certifies the receipt of "as-built" drawings at the conclusion of each project and supervises their filing in the records storage vault.

Provides information to the Procurement Services Group concerning the renewal of annual contracts for reproduction of blueprints, tracings and similar services.

Oversees special projects involving the procurement of statistical data and other data.

Reviews assigned labor hours to assure that they do not exceed the number of positions budgeted.

Interprets and explains personnel allotment formulas to school administrators and others.

Enter project information into the District micro-data computer system.

Retrieves project information from the District's computer system for project management analysis, planning, and construction and for generating reports.

Conducts surveys, investigations, statistical and cost studies, evaluations of maintenance and operations activities, and develops reports and recommendations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervisor, Plot Plans and Allotments, coordinates and supervises the data collection, verification, and area allotment calculation of the Plot Plan Unit; or the preparation and monitoring of the procedures for construction document archiving and storage of the Plan Vault Unit.

A Facilities Project Manager II directs the activities concerning the planning and construction of several school facilities and school modernization projects; supports and coordinates with Real Estate in land acquisition and implementation with various State, District, and local personnel; supervises staff, including Facilities Project Managers I; and prepares applications and secures funds.

An Engineering Aide performs routine tracing, drafting, and lettering; and assists technical personnel by performing quasi-technical duties related to engineering work.

SUPERVISION

General supervision is received from a Facilities Project Manager II or higher level Facilities staff. General supervision is exercised over Engineering Aides and clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Methods and techniques of organizing and supervising the work of a group of employees and planning work flow
- Basic drafting, tracing, and lettering methods, tools, and equipment
- District policies, standards, and procedures governing school building design and construction
- Data entry and retrieval systems used in construction project management
- Basic District personnel rules, regulations, practices and policies
- Organization, use, tracking, and security of records and files
- Basic math and plane geometry

Ability to:

- Plan and direct the work of subordinates
- Oversee a variety of projects and meet specified timelines
- Read and interpret plot plans, site drawings, and legal descriptions of buildings and grounds
- Compile and analyze data and prepare clear and concise correspondence, reports, and recommendations
- Keep accurate records
- Maintain harmonious and effective relations with supervisory and administrative personnel
- Work effectively with District personnel, consultant staff, and commissioned architects and engineers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Courses in engineering or architectural drafting, data processing, survey methods, mathematics, and computer-aided design is desirable.

Experience:

Three years of drafting experience and one year of experience in supervising a staff conducting basic drafting functions.

Special:

A valid California driver license.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Reestablishment of class
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