

TITLE: Construction Records Specialist	SALARY SCHEDULE: Staff	ISSUED: 12/11 CLASS CODE: SA566
UNION: Staff Association - Local 2071, U.A.W.	SALARY GRADE: 9	EEO CODE: 50
	FLSA: Non Exempt	E-CLASS: SA

POSITION PURPOSE

Administer the document archives of the Design and Construction Services (DCS) Department including electronic and paper, permanent drawings and construction files of the Facilities Planning and Management Department.

ESSENTIAL JOB FUNCTIONS

- Support Design and Construction Services department archiving requirements and assist managers and supervisors of other FP&M Divisions in the researching, retention and management of the WSU building construction drawings, as-built drawings, and specification archives.
- Produce both electronic and hard copies of drawings from existing documents, scan and transmit electronic copies, and file new information when necessary.
- Reproduce architectural blueprints on computer. Use computer-aided design (AutoCAD) program to create full-scale models of University buildings; remeasure blueprints drawn to 1/8 scale to determine full-scale dimensions; maintain and update database of University building layouts for use in space inventories and when modifying repairing facilities. Ensure computer plans are exact, full-scale recreations.
- Provide assistance in the research of specific building information to support construction design and implementation.
- Interact with DCS personnel in the management of the departmental electronic records filing protocol.
- Perform other related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification provides independent and responsible archival support to the University by recreating and maintaining full-scale plans of campus buildings. This level requires the ability to perform tasks

which are procedural in nature. Incumbents must handle new situations based on information learned through prior experience or exposure. Work direction may be provided to part-time/temporary positions. Incumbents must possess attention to detail and the ability to communicate effectively with staff and management personnel. This classification is typically found in Facilities Planning and Management and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Associates Degree or equivalent combination of education and experience.
- Proficiency in AutoCAD (Version 2007 or later).
- Reasonable experience in the administration of a multi-building construction documentation hard copy and electronic archive similar to those that would be encountered in an Architectural/Engineering Design company; or a multi-building institutional organization such as a hospital system, or a college/university,
- Working knowledge with construction and engineering design drawings, construction bid sets, and associated construction documentation and terminology.
- Understanding of filing protocols for computer based filing systems, preferred.
- Working knowledge of Adobe Acrobat and PDF manipulations.
- Ability to work with multiple priorities.
- Ability to communicate effectively in both written and verbal forms.
- Understanding of the CSI numbering system preferred.
- Ability to operate large format printing machine and plotter.
- Proficient in Microsoft Office, Word, Excel, Microsoft Project, and Powerpoint.
- Working knowledge and programming skills with Microsoft Access is a plus.