

Vail School District Job Description

Job Title: Construction Technology Assistant

Department: School

Reports To: Principal/Construction Technology Teacher

FLSA Status: Non-Exempt

Level: 9

Prepared Date: September 25, 2007

Approved Date: October 9, 2007

Summary

Assists students with construction activities under the supervision of the certified teaching staff.

Essential Duties and Responsibilities include the following:

- Assists instructor with planning procedures for construction requirements for each phase of construction.
- Assists instructor with supervising students at the construction site and in the classroom.
- Monitors student safety practices and construction site safety.
- Generates materials/supply lists and obtains quotes from suppliers and sub-contractors.
- Orders parts and supplies.
- Organizes and arranges for delivery /pick up of materials and/or supplies, as needed for construction projects.
- Maintains inventory of all construction equipment and tools.
- Assists in the maintenance of construction tools and equipment.
- Assists instructor with resolving construction problems and improving construction methods.
- Assists instructor with inspections of work in progress to ensure that workmanship conforms to specifications.
- Completes purchase order requests following the Vail School District requirements for preparing and submitting purchase order requisitions.
- Prepares requisitions for construction equipment and tool purchases,
- Assists students with maintenance or reconditioning projects for existing installations.
- Performs other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Working knowledge of construction methods and processes.

Language Skills

Ability to read, interpret, and comprehend documents in English, such as safety rules, blueprints, operation and maintenance instructions, and procedure manuals as well as simple instructions, short correspondence, and memos. Ability to write routine reports, simple correspondence, and materials/supply lists. Ability to effectively present information in one-on-one and small group situations to students, parents, community members, subcontractors, Pima County Inspectors, and school officials.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; inventory software; manufacturing software; virtual designer or construction technology software; spreadsheet software and word processing software.

Certificates, Licenses, Registrations

CPR/First Aid

Valid Arizona driver's license

Minimum Arizona state-required automobile insurance

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places; fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate to noisy.