CONSTRUCTION SITE DEVELOPMENT DATA SPECIALIST

Position Details

Class Code: 7147
Job Family: Skilled Trades/Technicians
Classification: Support Professional
Terms of Employment: Pay Grade 50 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assists with the management, development, implementation, and administration of the Clark County School District’s on/off-site improvement and utilities data programs.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as the District focal point for on/off-site improvement agreements (i.e., street lights, traffic signals, electrical, sidewalks, underground utilities, water, sewer, easements, etc.).
2. Develops and manages the database for tracking District on/off-site improvement agreements and associated data.
3. Assists with the preparation of inter-local and/or cost participation agreements with government entities and utilities relating to on/off-site improvements, schedules, and fee requirements.
4. Calculates applicable fees, charges, and credits to ensure appropriate payments and/or refunds.
5. Performs project data research to resolve project deficiencies, questions, or other issues.
6. Responds to inquiries from contractors, utilities, District personnel, and government entities regarding on/off-site improvement requirements, fees and schedules.
7. Reviews revisions of on/off-site improvement submittals to ensure plans and appropriate records are updated with the correct data.
8. Prepares and processes State Fire Marshal quarterly reports in accordance with agreement between the District and State Fire Marshal for plans review and associated fees.
9. Prepares prerequisites for professional services and related board items.
10. Researches county property records to obtain required data to conduct feasibility studies for future sites.
11. Coordinates with the District’s general counsel to resolve legal issues.
12. Supervises and provides input for the evaluation of assigned support staff.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves the responsibility of performing detailed and specialized duties in the preparation, review, and processing of inter-local and/or cost participation agreements with government entities and utilities for on/off-site improvements; ensures appropriate payments and/or refunds for the District as addressed in the inter-local and/or cost participation agreements.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of local governmental regulations pertaining to on/off-site improvements and utilities.
2. Knowledge of record management principles and practices.
3. Ability to interpret and apply written and oral instruction, procedures, and regulations related to assigned area.
4. Ability to plan, prepare, and apply administrative procedures.
5. Ability to coordinate multiple projects and meet pre-determined deadlines.
6. Ability to perform mathematical calculations and cost estimates.
7. Ability to develop and maintain an effective working relationship with District staff, utilities, and government agencies.
8. Ability to communicate clearly, orally, and in writing.
9. Ability to prepare reports, correspondence, and procedures.
10. Ability to promote public relations and to deal tactfully and diplomatically with people.
11. Ability to exercise judgment as to when to act independently and when to refer situations to administrator.
12. Ability to supervise and evaluate staff.
13. Ability to concentrate on accuracy of details.
14. Ability to recognize and report hazards and apply safe work methods.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years experience as a construction documents clerk.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
Construction management background with an emphasis in records management and technical writing skills.
Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities - schools and department offices.

Work Environment

Strength
Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Climate controlled office setting with temperatures ranging from mild to moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards
Furniture, playground/offices equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).
Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 02/12/20
- Created: 09/08/15