

**TITLE:** BUILDING TECHNICIAN  
**SECTION:** Facilities Department  
**REPORTS TO:** Manager of Planning & Facilities

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**016**

### **SUMMARY**

Under the direction of the Manager of Planning & Facilities or designate, is responsible for planning, design, drafting, cost-estimating, ensuring compliance with the requirements of the various regulatory agencies, and other duties related to the construction, alteration and maintenance of buildings and building systems.

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### **DUTIES**

1. Completes preliminary designs, sketches and cost estimates, for submission and approval, for construction, alteration and modification to buildings, respecting various trade areas.
  2. Prepares working drawings and cost estimates based on approved sketches and obtains necessary permits.
  3. Operates Computer Aided Drafting (CAD) software.
  4. Investigates and recommends solutions to problems related to District facilities.
  5. Catalogues and maintains applicable facilities records and technical data using both computer and manual methods.
  6. Assists in the development of minor renovations/maintenance projects program for annual budget development.
  7. Advises or assists other employees, including trades, foremen, general foremen and management staff.
  8. Consults/liases with District staff, principals, consultants, and regulatory agencies regarding design-related work, and with suppliers/trades for cost-estimating.
  9. Coordinates minor renovations/maintenance projects as required where work is undertaken by contract.
  10. May on occasion, be required to perform other related duties as assigned.
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### **QUALIFICATIONS**

- High school graduation or the equivalent.
  - Successful completion of a drafting/construction program from an accredited institute and three years related experience or an equivalent combination of education and experience.
  - Thorough working knowledge of AUTOCAD.
  - Eligibility for membership in the Applied Science Technologists and Technicians of B.C.
  - Valid B.C. class 5 Driver's License.
  - Working knowledge of the trades as applicable to the duties of this position.
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*JE: August 1990  
92.01.31/92.04.01/1991.12.01/1997.06.17*

*School District 68 (Nanaimo-Ladysmith)*