

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**



PCSB: 7464  
Pay Grade: D11

FLSA: Non-Exempt  
SEIU

<b>DOCUMENT CENTER TECHNICIAN</b>
<b>REPORTS TO:</b> Director, Facilities Design and Construction
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED with experience using AutoCad architectural program or similar CAD program. Experience in the construction industry; organizing and maintaining record construction documents; in operating and maintaining all document reproduction equipment; and updating digital information on the internet/intranet.
<b>MAJOR FUNCTION</b>
Organize and maintain record construction documents in the plan room. Provide drafting and reproduction services.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Ability to demonstrate proficiency of AutoCad computer-aided drafting system and familiarity with microcomputer systems.</li><li>• Ability to communicate effectively, both orally and in writing.</li><li>• Interprets and transmits technical information to respond to requests for documents from design professionals, contractors and district planner demonstrating considerable skills.</li><li>• Responsible for maintaining orderly documentation of all construction-related plans, specifications, project submittals, product warranties and operational manuals.</li><li>• Responsible for digitizing and organizing all relevant construction-related documents on the district intranet.</li><li>• Responsible for reproducing and issuing copies of construction documents.</li><li>• Maintains and updates all Florida Inventory of School Houses (F.I.S.H.) on an AutoCad system.</li><li>• Ability to demonstrate proficiency operating and maintaining all document reproduction equipment utilized by the department.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 9/15 CH; BOARD APPROVED: 10/27/15; REVISED: MQ, 02/15/21 LM; BOARD APPROVED: 03/23/21

**DOCUMENT CENTER TECHNICIAN**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Document Center Technician – SEIU