

# South Texas College

## Job Announcement 2024-5039

**Title: Facilities Planning and Construction Project Technician (Part-time Temporary)**

**Dept: Facilities Planning and Construction**

**Reports to: Assistant Director of Facilities Planning and Construction**

**Pay Grade: Part-time**

**Salary Range: Minimum \$15.00/Hour**

**Campus: Pecan**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Facilities Planning and Construction Project Technician assists with providing project planning, data recording, preparation of drawings and data for planning and construction needs, and assists with tasks related to the College's ongoing design and construction projects.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Assists with project development and analysis to determine project requirements and scope.
2. Assists with the overview and oversight of project design development.
3. Assists with the review and oversight of project construction phase.
4. Visits existing facilities to gather information on existing conditions.
5. Visits construction sites to gather information needed by project managers.
6. Updates and modifies electronic building floor plans, as needed.
7. Assists with organizing and filing of various construction project documents and electronic drawing files.
8. Assists with the maintenance of facilities space management software.
9. Assists in the planning of additional space needs to accommodate growth.
10. Assists in developing space utilization models for future growth.
11. Assists with maintaining campus master utility drawings, project drawing files, and various other construction records.
12. Assists with developing electronic drawing files, plans and data needed for various projects.
13. Prepares electronic scanned copies of construction documents including plans and specifications.
14. Assists project managers in the construction project oversight, as needed.
15. Performs other duties as assigned.

### **Required Education and Experience**

1. To qualify, one of the following must be met:
  - College Certificate
  - A minimum of 30 earned college hours

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2. At least three (3) years of experience in construction, design and/or computer drafting, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, AutoCAD, BIM, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
6. Ability to work evenings and/or weekends as needed.
7. Demonstrated ability to interact effectively with a diverse multi-cultural college population.
8. Demonstrated commitment to achieving the vision and mission of South Texas College.
9. Ability to read, analyze and interpret construction documents, building regulation manuals and technical journals.
10. Ability to respond to common inquiries or complaints from staff, customers, regulatory agencies or members of the business community.
11. Ability to effectively present information to other department and college staff.
12. Ability to define problems, collect data, establish facts, and draw valid conclusions.
13. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.

### **Physical Requirements**

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Ascending or descending ladders, stairs, ramps and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Moving about on hands and knees or hands and feet.
4. Bending the body downward and forward by bending leg and spine.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

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7. Applying pressure to an object with the fingers and palm.
8. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
9. Perceiving the nature of sounds at normal speaking levels with or without correction.
10. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
11. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
12. Ability to make rational decisions through sound logic and deductive processes.
13. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
15. Mobility to accomplish tasks, particularly for long distances.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.