



Building Technologist

[Position Description](#) | [Qualifications](#)

OVERVIEW

Reporting to the Supervisor of Construction, the Building Technologist is responsible for conceptualizing, designing and drafting renovation and construction projects.

POSITION DESCRIPTION BUILDING TECHNOLOGIST

BT - 1

Designs and drafts architectural, mechanical (plumbing, HVAC), electrical and site plans, and millwork and furniture using computerized and standardized drafting techniques

BT - 2

Measures building sites and facilities spaces, including crawl spaces and roofs, to interpret space requirements and assist in the design process

BT - 3

Consults with clients and supervisor to translate verbal or written expectations/instructions into preliminary design sketches through to working drawings and specifications

BT - 4

Promotes cost effective and efficient designs and recommends design alternatives to clients

BT - 5

Prepares preliminary project budgets and estimates and final project cost reports

BT - 6

Prepares quantity takeoffs of building areas, sites, furniture, equipment and construction materials to develop project budgets BT - 7

Prepares layouts, drawings and designs according to applicable codes, bylaws, regulations, specifications and professional standards

BT - 8

Applies for building permits from local municipalities and liaises with inspectors

BT - 9

Prepares colour and finish schedules

BT - 10

Inspects work performed by District forces and contractors at regular intervals during construction, prepares efficiency lists as required upon substantial completion of construction projects.

BT - 11

Reviews and approves consultants' drawings and specifications to ensure compliance with District standards

BT - 12

Prepares and issues work orders and purchase requisitions as appropriate

BT - 13

Provides related information and assistance to District staff, various levels of government, engineers, architects and the public

BT - 14

Maintains and updates "as-built" drawings, facility information databases, catalogues and other related information on school district facilities.

BT - 15

Operates a motor vehicle, drafting scales, large format printer, microfilm viewers and other related equipment

BT - 17

Represents Facilities at meetings with consultants, contractors, vendors and other school district staff.

BT - 18

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS FORM BUILDING TECHNOLOGIST

<p>EDUCATION</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent</p> <p>and</p> <p>Two (2) year post-secondary diploma in Building Technology or similar technology program from a recognized institution</p>
<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Two (2) years public sector, computerized building design experience OR four (4) years related experience</p>
<p>KNOWLEDGE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Knowledge of computerized (AutoCAD) and standardized drafting methods, practices and techniques</p> <p>Knowledge of applicable building codes and local bylaws and regulations governing construction work</p> <p>Knowledge of current engineering and construction design principles, methods and techniques</p> <p>Knowledge of planning and building approval processes</p>
<p>SKILLS AND ABILITIES</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Ability to read and interpret engineering plans and make arithmetic calculations and estimates</p> <p>Ability to conceptualize, create plans and interpret space requirements as outlined from site visits and discussions with School District staff</p> <p>Skilled in using personal computers and related software such as Word, Excel and other Microsoft products and web based systems</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to work with minimal supervision</p> <p>Ability to relate to and maintain effective relationships with staff and the public</p>

	<p>Ability to effectively convey ideas and information orally and through the written word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience</p> <p>Ability to work effectively with internal and external clients to identify their needs, provide information or assistance, resolve problems, and/or satisfy their expectations by providing quality work</p> <p>Ability to accurately interpret and follow oral and written instruction to create quality work products or perform other tasks, seeking clarification as needed</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to work precisely and thoroughly to produce timely and accurate work products</p> <p>Ability to work accurately, noticing minor details, recognizing, and rectifying errors</p> <p>Ability to develop and apply appropriate methods, procedures and policies</p> <p>Ability to effectively schedule and manage workload to ensure smooth and efficient operation of work</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Able to work on active construction sites</p> <p>Valid BC driver's license</p> <p>Able to occasionally lift and move up to 18 kg (40lbs) and operate related equipment</p>

February 20, 2006

Reviewed and Revised: April 2013