

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 in managing, developing, implementing, and administering 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., streetlights, traffic signals, electrical, sidewalks, underground utilities, water, sewer, easements, etc.)
2. Develops and manages the District's on-/off-site improvement agreement database, and associated data.
3. Assists in preparing inter-local and cost participation agreements with government entities and utilities regarding on-/off-site improvements, schedules, and fee requirements.
4. Calculates applicable fees, charges, and credits to ensure appropriate payments/refunds.
5. Researches project data to resolve 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 on-/off-site improvement revisions to ensure plans/records are up-to-date.
 8. Prepares and processes quarterly State Fire Marshal reports per the District's agreement with the State Fire Marshal.
 9. Prepares prerequisites for professional services and related board items.
 10. Researches county property records; obtains required data for future site feasibility studies.
 11. Coordinates legal issues with the District's general counsel.
 12. Supervises and provides input for the evaluation of assigned support professionals.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for preparing, reviewing, and processing inter-local/cost participation agreements with government entities and utilities for on-/off-site improvements; ensures appropriate payments/refunds for the District, per agreements.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of local regulations pertaining to on-/off-site improvements and utilities.
2. Knowledge of record management principles and practices.
3. Ability to interpret and apply written/verbal instructions, procedures, and regulations.
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 effective working relationships with District staff, utilities, and government agencies.
8. Ability to communicate clearly, verbally and in writing.
9. Ability to prepare reports, correspondence, and procedures.
10. Ability to promote public relations and deal tactfully/diplomatically with people.

11. Ability to judge when to act independently and when to refer situations to an administrator.
 12. Ability to supervise and evaluate staff.
 13. Ability to concentrate on accuracy of details.
 14. Ability to recognize/report hazards and apply safe work methods.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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 duration of assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) 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. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities - schools and department offices.

Work Environment

Strength

Sedentary/medium - exert force up 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/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 settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office 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, computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/10/23
- Created: 09/08/15