



MANAGER OF DRAFTING AND CONFIGURATION CONTROL/DOCUMENTATION

FC: TC102
PB: I
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Created: January 1, 1999
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Responsible for managing the District's documentation department; supervises the creating, editing, maintaining, and distributing of engineering drawings, models and scans, technical specifications, manuals, and other documentation related to both operations and maintenance; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Group Manager, Technical Support Services; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class administers (through subordinate staff) the activities and operations of the drafting and configuration control division involving the preparation, storage, distribution and retention of engineering drawings, microfilm, document and technical publications; manages the Technical Resource Center, the Technical Information Website and the print shop; and supervises professional, technical and clerical staff. The incumbent is accountable for the analysis and direction of complex documentation issues, monitoring, service delivery, managing staffing levels, serving as liaison for the drafting division, administering contract services. This class is distinguished from the Department Manager, Maintenance and Engineering in that the latter has responsibility for all activities and operations in the Maintenance and Engineering Department.

REPORTS TO:

This position reports to the Group Manager, Technical Support Services or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Drafting and Configuration Division including preparation, storage,

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distribution and retention of engineering drawings, electronic management system and technical documents; and management of the Technical Resource Center, the Technical Information website and the District print shop.

2. Plans, develops, and implements procedures for District long-term goals as it relates to CAD Drafting, 3D Modeling/Scanning (BIM), Virtual Design and Construction (VDC) technology, technical publications, graphics, printing, scanning, publishing, and the Technical Resource Library.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Analyzes or directs the analysis of complex documentation issues; evaluates scope and costs of documentation projects.
6. Confers with and provides professional assistance to members of other divisions and departments on technical documentation problems and issues; coordinates with project leaders and other departments to discuss/resolve project deliverable requirements, schedules, formatting issues for outside contracts.
7. Manages, maintains, and approves personnel time and labor; approves weekly time; researches and resolves capital charge and activity code issues with project leaders and staff.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Administers and controls contracted services; negotiates contracts; selects vendor; ensures contractual obligations are complied with.
11. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves

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expenditures; implements adjustments; approves invoices for reproduction, professional and technical services, support and supplies.

12. Serves as the liaison for the Drafting and Configuration Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Department Manager, Maintenance and Engineering.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to documentation programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of documentation processes and equipment.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a technical documentation control program.
- Website development and management.
- Principles and practices of computer aided drafting.
- Rules and regulations, standards and codes of technical documentation creation and control.
- Principles and practices of program development and administration.
- Methods and techniques of storage for a variety of documents and media.
- Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Policies and procedures governing service contracts and purchase requisitions.
- Practices of print shop management.
- Related Federal, State and local laws, codes and regulations.

Skill in:

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- Overseeing and participating in the management of a comprehensive technical document control program.
- Implementing a methodology that collaborates Content/ Document Management System (DMS), Computer Aided Design (CAD), and Building Information Modeling (BIM).
- Overseeing, directing and coordinating the work of lower level staff.
- Evaluating technical documentation project requirements.
- Managing outside contract services and purchases.
- Analyzing or directing the analysis of complex documentation issues.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree in engineering, drafting, business administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional experience in technical document management which must have included at least two (2) years of administrative and/or supervisory responsibility.

Substitution:

Additional supervisory or professional experience as outlined above may be substituted for the above education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

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