DOCUMENTATION CONFIGURATION CONTROLLER

FC: TA300
PG: SEIU- 09
FLSA: Non-Exempt

PC: 713
BU: 04 (SEIU)
Created: August 1987
Revised: August 16, 2007

*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

Under general supervision, reviews, evaluates and screens drawings for incorporation into District standard documentation; controls, distributes and maintains configuration documents; and their electronic files stored in the Drafting Division's Electronic Document Management System (E.D.M.S); monitors and catalogs contract drawing and printing work; performs related duties as assigned.

CLASS CHARACTERISTICS

This single position classification in the Drafting Division provides evaluation, control, maintenance and distribution of contract packages, working plans, detail drawings, schematics, dimensional representations and as-built records. This is a non-supervisory class but has authority to control and correct work performed to ensure compliance with standards and codes. Incumbents work at a high level of independence within established policies and procedures. This class is distinguished from the CAD drafting classes in that the duties involve coordinating, reviewing, maintaining, and distributing documents rather than production oriented duties.

REPORTS TO

This position reports to the Administrative Support Officer in the Division of Drafting and Configuration Control of the Maintenance and Engineering Department.

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

1. Reviews and evaluates drawings submitted by engineering contractors, and catalog cuts for compliance to standards and guidelines.

2. Reviews bid specification drawings at interim and final completion stages; recommends approval or denial of payment for completed documentation submitted by contractors.

3. Prepares specifications for working drawings, and catalog cuts for engineering and construction contracts.

4. Maintains and updates the technical Library's hardcopy and electronic resources.

5. Assists staff, consultants and the general public in gathering technical information both manually and through on-line resources.

6. Coordinates requests for proposals and/or letters to prospective bidders.

7. Works on special projects; controls and distributes publications.

8. Responds to requests for copies of manuals, and other publications.

9. Acts as liaison with printing contractors; accepts of rejects final submittals; orders materials and supplies required for technical publishing.

10. Establishes and maintains documentation files for engineering and construction projects; catalogues and lists contract number, inventory numbers, or other coding.

11. Compiles drawing lists by maintenance function, field station, and for other special purposes.

12. Obtains price quotes and recommends capital purchases and printing bid selection.

13. Forwards documents to contract printers and reviews and monitors their work.

14. Coordinates duplicating of drawings and documents for distribution; distributes updated documentation standards to District personnel.

15. Prepares and maintains reports and records regarding documentation control issues and activities.

QUALIFICATIONS

Knowledge of:
Principles, practices, and terminology of engineering drawing and specification document control and maintenance as it applies to engineering documents and filing systems.
Principles, practices, equipment and materials of engineering drafting.
Working knowledge of software applications such as AutoCAD, MSWord, MSExcel, and Adobe Acrobat.
Electrical, mechanical and civil engineering terminology and schematic symbols.
Applicable codes, standards and regulations used in storing and maintaining Engineering Documents.
Equipment and materials used in preparing, storing and accessing electronic documentation from the Drafting Division's Electronic Document Management System.

Skill in:
Reading, interpreting and evaluating drawings, plans, specifications and other documents. Establishing and maintaining Electronic Document Management System E.D.M.S. systems and standards for documentation control and maintenance.
Preparing contract specifications for standard documentation.
Preparing reports and records.
Evaluating capabilities and products of contract printers. Preparing SQL scripts for data export and special

reports.
Database table and system maintenance.

MINIMUM QUALIFICATIONS:

Education:
A Bachelor's degree in computer science, mathematics, business administration, engineering, drafting or a closely related field from an accredited college or university.

Experience:
Three (3) years of (full-time equivalent) verifiable professional experience using the latest versions AutoCAD and two (2) years of (full-time equivalent) verifiable experience in document control systems administration

Substitution:
Additional experience using the latest versions AutoCAD as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

Other Requirements:
Must be able to read and distinguish detailed drawing features.
Must be capable of operating various computer hardware and software equipment used to perform the full scope of work indicated above.
Must understand designated hardware and software associated with peripherals such as file servers, printers and scanners.
Must have an understanding of database management software such as SQL.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Requires maintaining sufficient physical ability to walk, stand or sit for prolonged periods of time.
Requires maintaining sufficient physical ability to lift and carry boxes weighing up to fifty (50) pounds.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: **2**840 - Technical Writers
Safety Sensitive: N