

View Pending Template Summary - Construction Records Specialist

Posting Details

Position Title Construction Records Specialist

Non-Academic Classification Title (Non-Academic Only) SA566-Construction Records Specialist

Preferred Qualifications

POSITION PURPOSE

Administer the document archives of the Design and Construction Services (DCS) Department including electronic and paper, permanent drawings and construction files of the Facilities Planning and Management Department.

ESSENTIAL JOB FUNCTIONS

- Support Design and Construction Services department archiving requirements and assist managers and supervisors of other FP&M Divisions in the researching, retention and management of the WSU building construction drawings, as-built drawings, and specification archives.

- Produce both electronic and hard copies of drawings from existing documents, scan and transmit electronic copies, and file new information when necessary.

- Reproduce architectural blueprints on computer. Use computer-aided design (AutoCAD) program to create full-scale models of University buildings; remeasure blueprints drawn to 1/8 scale to determine full-scale dimensions; maintain and update database of University building layouts for use in space inventories and when modifying repairing facilities. Ensure computer plans are exact, full-scale recreations.

- Provide assistance in the research of specific building information to support construction design and implementation.

- Interact with DCS personnel in the management of the departmental electronic records filing protocol.

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Associates Degree or equivalent combination of education and experience.

- Proficiency in AutoCAD (Version 2007 or later).

- Reasonable experience in the administration of a multi-building construction documentation hard copy and electronic archive similar to those that would be encountered in an Architectural/Engineering Design company; or a multi-building institutional organization such as a hospital system, or a college/university,

- Working knowledge with construction and engineering design drawings, construction bid sets, and associated construction documentation and terminology.

- Understanding of filing protocols for computer based filing systems, preferred.

- Working knowledge of Adobe Acrobat and PDF manipulations.

- Ability to work with multiple priorities.

Essential Functions

Required Qualifications

- Ability to communicate effectively in both written and verbal forms.
- Understanding of the CSI numbering system preferred.
- Ability to operate large format printing machine and plotter.
- Proficient in Microsoft Office, Word, Excel, Microsoft Project, and Powerpoint.
- Working knowledge and programming skills with Microsoft Access is a plus.

Job Category Clerical/Technical

E-Class & Description SA-Staff Association

EEO 50-Technical/Paraprofessional

Position Class SA566

Employer Pass Msg Thank you for your interest in career opportunities at Wayne State University. The selection process is currently underway and will continue until a successful candidate is chosen. Following an initial review, selected candidates will be contacted directly for an interview.

Employer Fail Msg Your responses to the supplemental questions indicate that you do not meet the stated minimum qualifications for this position. We hope that you will consider other job opportunities at Wayne State University.

Salary (Minimum)
(Non-Academic Only) 32681

Salary (Hire Max)
(Non-Academic Only) 39216

Salary (Maximum)
(Non-Academic Only) 49023

Hourly Rate
(Non-Academic Only)

Hiring Steps

Step	Stage
1	Search Committee Review
2	Interviewed
3	Recommended Finalist
4	Process Complete

[Affirmative Action/Equal Opportunity Employer](#)

The Affirmative Action Plans for Minority/Female and Veterans and Individuals with Disabilities is available in their entirety on the OEO website.

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Wayne State University * Employment Service Center * 5700 Cass Avenue * Suite 1900 AAB
Detroit, MI * 48202 * (313) 577-2010

Send comments or questions to: jobs@wayne.edu