

## **ENGINEERING DOCUMENT CONTROL SPECIALIST**

### **A. CLASS DEFINITION**

Under general supervision, the incumbent is responsible for a wide range of duties pertaining to the management of hard copy files stored on-site in the Engineering Design and Services Document Control Room, the management of electronic files generated by Engineering personnel and stored in the Port's Document Management System (DMS) electronic library and the posting of electronic project files to the Web-based document publishing system; responsible for the development and maintenance of databases for tracking of public works projects and Engineering Design and Services workflow; assists Division in analyzing its needs relative to the retention, storage, retrieval of records. Performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This single-position, journey-level class handles a variety of specialized assignments for department and division needs and services. Assignments require considerable technical knowledge and independent judgment. This class oversees the records and forms management program for the Engineering Division and maintains the records management system for the purpose of developing new or improving existing methods of handling, protecting and maintaining Engineering records and drawings. It is distinguished from the Office Specialist series by the greater emphasis placed on the oversight, development and maintenance of a records management program for the Engineering Division. This class further differs in that there is greater technical emphasis on electronic and web-based document control and publishing in support of engineering functions.

### **B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)**

1. Implements the Port's web publication program for bidding documents.
2. Develops procedures for the transfer of digital files to the Document Management System (DMS) library; interfaces with the Port Attorney's office to ensure that Web publication meets legal requirements.
3. Develops and documents procedures for digital file management, including web publication of bidding documents and internal distribution via DMS, and hard-copy file management, including handling of security-sensitive bidding documents and management of hard-copy archives store on and off site.
4. Updates Engineering Design and Services Department's ISO procedures to incorporate new procedures for document management.
5. Converts selected hard copy files to electronic format by scanning them into the DMS electronic library; posts files to Engineering Design and Services' public folders areas of the DMS.
6. Develops and maintains the department's Intranet Web pages; creates Acrobat "smart forms" for distribution via the Intranet; posts document files to Intranet web folders, posting links to DMS library document to web pages and implements any needed design changes to web pages.
7. Trains and assists department personnel in the use of document management software; prepares end-user system documentation.
8. Performs various hard copy and electronic file management tasks pertaining to public works projects; posts public works information, bidding documents and bid results to Web publication site.

9. Posts Request for Proposal (RFP) and Request for Qualifications (RFQ) generated by Engineering to the Web.
10. Generates comprehensive written documentation of all procedures pertaining to Web publication of project manuals, RFPs and RFQs; trains backup personnel in said procedures as needed.
11. Locates and retrieves documents in storage areas of department, as requested; returns retrieved documents to storage.
12. Distributes documents in hard copy or digital format.
13. Provides information regarding public works projects to contractor community and plan rooms.
14. Performs data entry in Engineering Design and Services database and Plan File database.
15. May provide lead direction to office support staff; provide back up, as needed, at the front counter.
16. Performs other related duties as required.

**C. KNOWLEDGE, SKILLS AND ABILITIES**

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Principles and practices of records management and control systems
- Principles of relational database development and software.
- Public works bidding process and project specifications.
- File management practices and procedures.
- Principles of web development and Web specific software.
- Modern office methods, practices and procedures.
- Personal computers and appropriate office software.

Ability to:

- Work independently within established guidelines.
- Organize effective procedures of records management activities.
- Provide effective assistance in the management of a complex records management program.
- Prepare a variety of records, reports and forms.
- Handle the storage and retrieval of information in an accurate, consistent and thorough manner.
- Plan and complete projects under general supervision.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.

- Direct support staff in the maintenance of records and forms.
- Communicate effectively in oral and written format.
- Exercise tact and diplomacy, using excellent interpersonal skills.
- Establish and maintain effective working relationships with those contacted in the performance of duties

**D. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform this job successfully.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents. Sit at a desk for long periods of time. Work at a personal computer. Physical strength to lift and carry, store and retrieve boxes of records, large documents and plans weighing up to 25 pounds. Operate scanning and copying machines.

**E. WORK ENVIRONMENT**

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

**F. EDUCATION AND EXPERIENCE**

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include possession of an associate's degree in public or business administration, library science or archives, records management or a related field and three years experience performing archival or records management-related work. Records management experience may substitute for the education on a year-for-year basis.

**G. OTHER CHARACTERISTICS**

1. May be required to possess a valid California Class C driver license at the time and for the duration of appointment.
2. U.S. Customs requires each employee to complete and pass a 5-year employment history verification prior to being considered for this position.

<b>CLASS CODE:</b>	10665
<b>STANDARD HOURS-DAY/WEEK:</b>	7.5/day – 37.5/week
<b>CS STATUS/UNIT:</b>	Classified/A
<b>FLSA:</b>	Non-exempt
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