



JOB TITLE:	ENGINEERING DOCUMENT CONTROL ASSISTANT	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DEPUTY DISTRICT ENGINEER	EEO CATEGORY:	O6-CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

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.

Position Summary

Under general direction, performs highly responsible and detail oriented duties related to record management of Engineering projects. Serves as a document control assistant to project managers and engineers. Performs related duties and special document management projects as required.

Essential Responsibilities

- In coordination with project managers, project engineers and the Engineering Contracts Officer, establishes and maintains document control systems for multiple engineering projects
- Develops and implements document control database/spreadsheets for each engineering project to provide for the most efficient retrieval of documents
- Scans and accurately files documents including electronic and paper versions
- Performs document searches and retrieves documents from document control data base and paper filing system
- Produces paper copies of documents as required
- Develops and implements a document distribution matrix for each project
- Distributes various project documents and develops and maintains document distribution logs
- Develops and implements protective measures concerning access to confidential or security sensitive project records and files
- Proposes new procedures as appropriate to improve efficiency
- Follows up and collaborates with project managers, engineers and the Engineering Contracts Officer to advise regarding project correspondence and other related matters delegated for action or response
- Interacts and interfaces extensively with the Engineering Contracts Officer and Engineering Contracts Assistants
- Prepares a variety of drafts and finished documents, which may include technical content, legal content and terminology, related to the department’s project document control activities , materials for meetings, speeches, presentations, and Board agenda items,
- Periodically and on a consistent basis reviews project files and corresponding document control systems with project managers, engineers and the Engineering Contracts Officer
- Searches for and compiles a variety of project documents in response to requests for information under the Public Records Act rules and for legal subpoenas; maintains logs of released documents



- Prepares and reviews a variety of periodic, technical and special reports regarding project activities, which may require research, compilation of data, designing forms, and ascertaining project status from various sources
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Business grammar including spelling, grammar, punctuation and vocabulary
- Records management

Ability to:

- Demonstrate excellent oral and written communications skills and the ability to interact effectively with personnel at all levels, both inside and outside the District
- Use office equipment required in the course of work such as scanners, network computer systems, copiers, etc.
- Effectively multi-task in an environment with frequent interruptions and changing priorities
- Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of supervision
- Understand and rapidly respond to a broad range of demands concerning document control for multiple projects
- Read and understand technical and legal documents for the purpose of document control activities
- Problem solve, be creative, innovative, and self-motivated
- Maintain confidentiality and protect information and documents appropriately
- Work as part of a team using excellent professional interpersonal skills
- Manage assignments in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Analyze and adjust an establish document control system to provide the most effective and efficient document control for each specific project
- Use tact, discretion, initiative and independent judgment in establishing and maintaining cooperative, effective and productive professional working relationships with all encountered in the course of work
- Recommend and implement process improvement procedures
- Work under deadline pressure and maintain a calm demeanor and efficiency during emergencies or other stressful situations
- Follow the safety and health rules and safe working practices applicable to the job



Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Five years of position related administrative experience requiring the use of initiative and independent judgment that includes management of office and project documents
- Experience and demonstrated skills in organizing and keeping track of large volume of documents
- Demonstrated skill in using advanced word processing and spreadsheet functions database and graphics software and demonstrated proficiency in preparation of graphs and spreadsheets
- Secretarial or business training certification or equivalent desired
- Development of document control systems is highly desirable

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.