



**BARGAINING UNIT JOB POSTING  
POST: Internal/External**



**DIVISION: Strategic Planning & Development**      **DEPARTMENT: Customer Projects**

**MAXIMUM # OF OPENINGS: 1**      **CLASSIFICATION: Records Management Technician – 3**

**EFFECTIVE DATE OF OPENING:**      **FROM:**      **TO:**      **MAX: \$25.32/hr**

**GENERAL SUMMARY OF DUTIES:**  
 Completes projects and maintains records and drawings under the supervision of trained personnel within appropriate levels of complexity and experience. Develops or revises drawings using AutoCAD systems and performs document management functions in GIS, AutoCad, and other software and databases. Maintains corporate distribution records and records in the corporate enterprise content management (ECM). Performs other departmental duties as assigned. Utilizes personal computer software and equipment to complete work assignments.

**ESSENTIAL FUNCTIONS:**  
 Performs drawing and design duties to assist engineers and other technicians as requested to support design and construction activities. Assists in system designs to meet project scope requirements, applying knowledge of engineering. Maintains computer, scanning, printing and drafting equipment as required, to support various departments. Coordinates design and drawing development with engineers and technicians and other departmental staff as required, ensuring complete and operational systems. Maintains layout and data integrity in designs with engineering staff while utilizing departmental standards and BWL procedures. Mentors, assists, instructs and checks the work of other department employees, as appropriate. Following department procedures manages, maintains, retrieves and files all project documents, drawings, as-builts and submittals. Maintains distribution and plant data as changes as submitted by appropriate BWL staff via sketches, record only sketches, trouble reports or other approved formats. Maintains and publishes required sets of records electronically or in paper for distribution and use by staff on departmental schedule. Scans and categorizes documents and drawings in the approved ECM software such as Adept and OnBase. Follows approved work flows and process management policies and guidelines. Follows and enforces the BWL Safety Manual and wears personal protective equipment as required. Attends training for safety awareness or skills improvement as required by supervisor, BWL or governmental agency such as MIOSHA. Performs other related duties as required or directed.

**JOB SPECIFICATIONS:**  
 ■ **KNOWLEDGE**  
 ■ **SKILLS**  
 ■ **ABILITIES**  
 Must have intermediate knowledge of Microsoft Word, Excel and familiarity with Access and be proficient in AutoCad as determined by a standardized assessment. Must be proficient in GIS. Experience with AutoCad 3D preferred. Must have proficient oral and written communication skills. Must have 2 years' experience and 24 credit hours toward an associate's degree in industrial drawing or mechanical or electrical engineering. Must have valid Michigan driver's license with acceptable driving record.

**PHYSICAL REQUIREMENTS:**  
 Frequently required to sit, talk, hear and listen, walk and climb stairs. Ability to traverse uneven terrain. Ability to effectively communicate in writing and orally with employees, management, other departments, customers, and outside agencies. Ability to enter and retrieve data from computerized, typed and written sources.

**WORKING CONDITIONS:**  
 Normal office environment. Some field work and standing. May be required to travel between field locations. All outdoor temperature and humidity ranges. Occasional exposure to dust and noise.

**THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.**