

TEMPLE CITY UNIFIED SCHOOL DISTRICT

BUILDING TRADES LEAD PERSON

SUMMARY:

A Building Trades Lead performs skilled maintenance of buildings and equipment; Incumbents in the class possess extensive knowledge of at least two trades used by the District including plumbing, carpentry, heating and air conditioning work, locksmith, telecommunications or other facility maintenance functions.

DEGREE OF SUPERVISION:

This classification is supervised by the Director of Maintenance and Operations with work orders or projects assigned on a daily or weekly basis.

Evaluations will be performed on a timeline in accordance with the collective bargaining agreement. Evaluations will be made by the Department head with input from appropriate management team members.

CAREER LADDER OPPORTUNITIES:

Incumbents in the class may assist with the supervision of the maintenance and operations program. In the absence of the Director, an incumbent may assume overall program responsibilities.

Incumbents looking to move into a position at a higher level would need to pursue training in the areas of long range planning, developing job specifications, contract management and supervision.

DUTIES AND TASKS:

(All tasks are essential functions unless noted with an S)

1. Perform skilled maintenance tasks at District sites.
 - A. Repair and maintain plumbing fixtures and systems;
 - B. Repair various types of heating, air conditioning and refrigeration systems;
 - C. Administer, troubleshoot, program and maintain the District's telecommunication system; and
 - D. Operate power equipment such as power saws, machine lathe, sander, buffer and grinders.
2. Other Duties
 - A. Receive work orders and maintain records on completed work;
 - B. Recommend intervention or corrections of safety issues when necessary;
 - C. Assist with the overall supervision and operations of the maintenance and operations program district-wide (S) ; and
 - D. Perform related duties as assigned. (S)

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge:
 - A. Methods, materials, tools, equipment and techniques used in skilled maintenance and repair work;
 - B. Health and safety guidelines and regulations related to the various trades; and
 - C. Preventive maintenance guidelines for equipment.
2. General knowledge
 - A. Safety requirements for maintaining school buildings and grounds.
3. Skills
 - A. Use and care for mechanical tools and equipment;
 - B. Understand oral and written instructions; and
 - C. Speak so that others can understand general conversation.
4. Abilities
 - A. Estimate time and materials costs for a specified job;
 - B. Maintain accurate records and prepare simple reports for the Director;
 - C. Work cooperatively with those contacted in the course of work; and
 - D. Learn procedures and location of equipment used in emergency situations.

QUALIFICATIONS:

1. Education and Experience
 - A. Equivalent to graduation from high school supplemented by appropriate vocational course work;
 - B. Three years of experience in general construction and maintenance work, including extensive knowledge of two (2) skilled maintenance trades utilized by the District; or
 - C. Additional qualifying education may be substituted for experience on a year-for-year basis.
2. Licenses and Other Requirements
 - Valid California driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; bend, twist, stoop, or kneel, reach in all directions, operate office equipment and display dexterity of hands and fingers to operate hand and power driven tools and equipment.

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The employee is often **frequently required to:** stand and/or walk around for extended periods of time, lift objects up to 80 lbs., carry objects up to 80 lbs., and see for the purpose of watching for students.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly:** working outdoors during the day or evening hours during all seasons of the year, exposed to fumes from cleaning and chemical products used in cleaning and maintenance work, and working with tools and machinery.

While performing the duties of this job, the employee is **frequently:** working at heights on ladders or roofs, working with electrical power supply and high voltage.

SALARY RANGE: 33