

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Building Trades	REPORTS TO:	Maintenance and Operational Services Manager II
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Supervisory/ 90% of Union Scale + 17% Factor

BASIC FUNCTION:

Plan, organize, coordinate and direct the timely repair, installation, alteration, maintenance and special projects of assigned journey-level trades crew; prioritize, schedule and assign daily work and deferred maintenance projects to ensure a safe learning and working environment for students and staff; train, supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Building Trades Supervisor classification are assigned to work in one of the following specific areas:

- Building Trades Supervisor
- Bus Shop Supervisor
- Electrical Trades Supervisor
- Electronics Shop Supervisor
- General Maintenance Supervisor
- HVAC/Refrigeration Supervisor
- Paint Shop Supervisor
- Plumber Supervisor
- Vehicle and Metal Shops Supervisor
- Irrigation Supervisor
- Lock Shop Supervisor
- Metal Trades Supervisor
- Concrete Worker Supervisor
- Mobile Maintenance Supervisor

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, coordinate, direct and perform the repair, construction, installation, maintenance, renovation, service and special projects of the journey-level trades crew to ensure a safe learning and working environment for students and staff; ensure accurate, cost effective and timely completion of work assignments; drive a vehicle to visit work sites to review and inspect work in progress and completed projects. *E*

Prioritize, schedule, and assign work to ensure timely completion; receive and review work orders and dispatch crews to work sites as appropriate; read and review specifications, blueprints, shop drawings and sketches; inspect and review completed work and work in progress and provide assistance as necessary. *E*

Research, evaluate and confer with vendors regarding department supplies, materials and equipment; order supplies and materials according to established procedures; pick up and deliver parts to district work sites as necessary. *E*

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock supply levels are maintained for the District's needs. *E*

Train, supervise, evaluate, and provide clear expectations of assigned staff; process personnel records; make recommendations concerning staffing, interview, select, terminate and discipline assigned staff according to District policies and procedures. *E*

Communicate in a professional, courteous and timely manner with contractors, engineers, architects, District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling; confer with District personnel regarding maintenance needs. *E*

Operate a computer terminal to prepare and maintain a variety of records and reports related to personnel, capital outlay, deferred maintenance and others as required; submit to appropriate personnel and departments as necessary. *E*

Conduct walk-throughs with contractors and architects to ensure accuracy and proper installation of work completed by contractors. *E*

Assist in development and review of five-year planned program maintenance and deferred maintenance program. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to apprenticeship program and eight years increasingly responsible journey-level experience in related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; successfully pass a Class B physical exam.

Special requirements:

Specialized certification/licenses may be required based on assignments and/or areas of responsibility.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining equipment, systems, buildings, buses, vehicles and/or facilities in good repair. Current applicable district, city, state and federal codes, ordinances, fire and handicap requirements, regulations and safety precautions.

Technical aspects of related trade.

Proper methods and use of, materials, tools, terminology and equipment used in related trade.

Developing and maintaining database of information, codes, schedules and other related information.

District organization, operations, policies, objectives and goals.

Qualities of various materials, techniques and systems to provide a safe learning and working environment.

Principles and practices of supervising, training and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, coordinate, direct and perform timely repair, construction, installation, maintenance, renovation, service and special projects of the journey-level trades crew.

Plan, organize, prioritize, assign and monitor daily work for assigned employees to meet schedules and time lines.

Estimate cost of labor and materials.

Train, supervise, evaluate and provide clear expectations to assigned staff.

Operate a computer terminal to enter data, maintain records and prepare complete and concise reports.

Prepare and work from blueprints, shop drawings and sketches.

Inspect grounds, facilities, equipment and systems for maintenance and repair needs and fire, safety and health hazards to ensure a safe, clean, and orderly learning and working environment.

Understand, interpret, apply and explain current rules, regulations, policies and procedures related to assigned duties.

Adhere to applicable codes, ordinances, fire and handicap requirements, regulations and safety precautions.

Observe legal and defensive driving practices.

Adapt and use various materials in specific projects.

Order parts and supplies according to established guidelines.

Analyze situations accurately and timely, and adopt an effective courses of action.

Operate, adjust and service specialized equipment in the basic trade.

Generate and develop new methods or solutions inspiring others to reach a common goal.

Manage change and design an effective system of reporting progress and monitoring results.

Learn new or updated computer systems/programs or skills to apply to current work.

Communicate, understand, and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment, driving a vehicle to conduct work; constant interruptions; call back on emergency duty; seasonal heat and cold or adverse weather conditions; exposure to fumes, solvents, dust, odors, oil, grease, gases and noise; working around and with machinery having moving parts; working around and with electrical devices.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, working in trenches at times in adverse weather conditions; lifting and carrying heavy objects; climbing ladders and scaffolding and working from heights; sitting, kneeling, stooping, or standing for extended periods of time; walking over rough or uneven surfaces to conduct work and inspections; bending at the waist; seeing to read work orders and other related documents; hearing and speaking to exchange information.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions