

JOB DESCRIPTION

TITLE GENERAL TRADES SUPERVISOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associates degree from a college or technical school; or three years related experience and/or training/or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Direct supervisory experience with the general trades (carpentry, door hardware, roofing systems, utility, plumbing and painting) including planning and scheduling employee work, resource leveling, tracking employee and own assigned work. Basic computer skills required (e.g. ability to use email.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, structural, mechanical, electrical and civil prints and manufacturer process and control diagrams. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, School Board Members and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, percentages and to interpret graphs.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.
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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Supervises all Districts general trade service functions to ensure that the District's buildings are safely, efficiently, and properly maintained at or near their original condition.
2. Ensures the District's buildings are maintained in a condition that is attractive, safe and healthy. Ensures all work meets or exceeds OSHA standards, State and Local Building Codes.

SPECIFIC RESPONSIBILITIES

1. Supervises the general trades to include carpenters, locksmiths, painters, plumbers and utility men.
2. Properly plans and assigns work orders. Monitors work order execution and ensures they are completed in a safe, timely and quality fashion.
3. Ensures appropriate personnel are notified of planned or unplanned (emergency or accident) trade-related events that disrupt a facility's function or safety.
4. Conducts market analysis, plans material procurement and procures materials needed by the general trades.
5. Determines and maintains appropriate stock level of materials that are frequently used in the general trades.
6. Plans, develops and conducts trade-specific training for all personnel once per month. Plans, develops and conducts weekly safety training.
7. Coordinates project execution. This includes all work necessary to develop bid specifications, contract implementation and successful contract completion.
8. Coordinates, implements and maintains proper identification, control and removal of hazardous materials.
9. Supports the Facilities Department as directed by the Maintenance Director.

10. Prepares annual budget recommendations for general trades, concerning material, equipment and private contracted services.
11. Assists Principals and Plant Operators with work schedules, material and equipment selections.
12. Establishes and updates the twenty-year Capital Improvement Projects budget.
13. Advises the Facilities Department on plumbing, door hardware, painting, flooring, ceilings, etc. related to the planning, designing, and building of new facilities or the remodeling of existing facilities.
14. Acts as the alternate Grounds Supervisor.
15. Performs other duties as assigned.