

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD TRADESPERSON

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, coordinate and perform carpentry, plumbing, or electrical work in the alteration, repair and construction of facilities, equipment and structures during an evening shift; provide work direction to staff of skilled and semi-skilled personnel as assigned.

REPRESENTATIVE DUTIES:

Perform and provide work direction for maintenance duties according to prepared work schedule.

Confer with assigned supervisor regarding maintenance problems, projects and activities.

Assist with the preparation and revision of work schedules.

Provide work direction to assigned tradespeople during an evening shift; provide feedback on work performance to the supervisor for performance evaluations of assigned employees.

Coordinate the activities of assigned building trades; coordinate activities with other maintenance employees.

Assist with the scheduling and coordinating of labor and materials required for specific work orders; monitor progress and inspect work performed.

Perform journey-level work in at least one of the building trades including installation, construction, maintenance and repair work.

Maintain a variety of records including time cards, work orders (assigned and completed), and materials used as required.

Assist in ordering and maintaining maintenance materials and supplies for assigned projects.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various trade methods, tools and materials required for the maintenance, and repair of facilities and equipment.

Trades functions at the journey-level in the carpentry or plumbing or electric trades.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Basic principles of providing work direction to others.

Safety practices and work methods.

Oral and written communication skills.

ABILITY TO:

Perform journey level work in carpentry, plumbing or electrical trades.

Plan and coordinate the work of carpenters, plumbers and electricians.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Meet schedules and time lines.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Plan and organize work.

Provide work direction to others.

Maintain records and prepare reports.

Order and maintain supplies and materials.

Perform manual labor.

Adjust work schedules to meet unusual conditions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a four-year apprentice program, training and experience to demonstrate journey-level skill in the carpentry, plumbing or electrical trades; experience in a lead capacity desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.
Provide own hand tools.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, lifting and climbing.

Ldtrades
7/20/89