

LEAD SKILLED TRADES

DEFINITION

Under general supervision, leads, trains, oversees, and performs a wide range of semi-skilled and skilled tasks including maintenance work, repairs, and construction duties; performs minor journey level work in multiple trades including carpentry, plumbing, electrical, locksmithing, and painting trade work as needed; performs regulatory testing and preventative maintenance work; handles a variety of campus projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class responsible for performing skilled duties related to the maintenance, repair, and construction of College buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for College and public use. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents in this class may also assist other trades on an as needed basis. This class is distinguished from other skilled maintenance trade classifications by the performance of duties in all skilled trades, rather than primarily performing duties in one area. This class is further distinguished from Skilled Trades Technician in that the former is responsible for overseeing and completing various repairs in multiple trades across the campus, including technical and functional supervision of assigned staff, and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, work review, and evaluation to assigned staff; organizes and assigns work, set priorities, and follows up to ensure coordination and completion of assigned work.
2. Trains staff in the proper use of equipment, systems, and supplies; maintains equipment and supplies in good working condition.
3. Plans, organizes, and lays out assigned tasks; interprets plans, diagrams, blueprints, sketches, verbal instructions, and specifications; works from verbal and written instructions and work orders.
4. Estimates labor, materials, and equipment needed for assigned Skilled Trades projects; monitors inventory levels of supplies; orders, receives, and maintains inventory of supplies and materials as needed.
5. Secures price quotations for supplies and repairs, including multiple quotes as necessary per College guidelines.

6. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the assigned managerial personnel.
7. Oversees outside contractors performing skilled trades to ensure completeness and accuracy; performs preventive maintenance inspections to improve, maintain, and renovate College buildings and facilities.
8. Performs skilled exterior and interior construction and repair work on College facilities and buildings; repairs and replaces drywall and other wall surfaces as needed; installs artwork, plaques, frames, whiteboards, and other miscellaneous items on wall surfaces; ensures project compliance with applicable laws, codes and work orders.
9. Performs skilled construction and repair work, including grading, paving, flooring and tiling, roofing, fence work, gutter, equipment, and bleachers; exterior wall coverings, building envelope, grades large areas for contract asphalt installation.
10. Performs welding and metal fabrication work in the repair, alteration, installation, and maintenance of designated equipment, furnishings, and facilities.
11. Prepares and works with concrete; grades, forms, pours, and finishes large surfaces, large, reinforced retaining walls, sidewalks, curbs, and footings for block walls; demolishes portions of buildings in preparation for alteration.
12. Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to perform construction projects.
13. Estimates costs of labor and materials and orders and maintains availability of appropriate materials to support completion of assigned work.
14. Operates, maintains, and repairs a variety of mechanical and power tools, equipment (tractors, back hoes, bucket trucks, scissor and articulating lifts, fork lifts), and testing instruments.
15. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
16. Ensures the proper care and maintenance of tools and equipment.
17. Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
18. Records and maintains work and material records.
19. Provides recommendations regarding needed parts and supplies.
20. Observes safe work methods and makes appropriate use of related safety equipment as required.
21. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
22. Oversees, installs, repairs, and maintains pool, aquatic facilities and equipment, including but not limited to, plumbing systems and large-scale sand filtration; operates, maintains, repairs, and automates circulation pumps, chemical injection pumps, and building automation; coordinates with aquatics staff for event support.
23. Monitors pool water chemistry daily by maintaining performance logs and working with the water treatment contractor to maintain optimal system performance; monitors pool boiler functionality and works with HVAC/R Mechanic and Building Automation Technician to troubleshoot controllers or automation issues as needed.

24. Coordinates the installation, removal, storage, and maintenance of large athletic equipment with the applicable kinesiology departments, utilizing specialized equipment such as lifts, riggings, and hydraulics.
25. Installs, repairs, and maintains all traffic and exterior signage in streets, parking lots and other areas as needed.
26. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
27. Assists other College employees with various projects including minor carpentry, plumbing, painting, locksmithing, electrical, and HVAC/R repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties.
28. Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns.
29. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
30. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
31. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
32. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
33. Maintains regular attendance.
34. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in construction trades, installation, maintenance, and repair of College facilities, buildings, and fixtures.
2. Tools, materials, and standard practices used in general construction, maintenance, and repair.
3. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment, including forklift, aerial lifts, backhoe, tractors, jackhammer, and trucks.
4. Basic preventive maintenance principles and practices.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
7. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and shop arithmetic.
8. Operates a variety of standard office equipment, including job-related computer hardware and software applications.
9. Safe work practices, including safe driving rules and practices.
10. English usage, spelling, vocabulary, grammar, and punctuation.

11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of College buildings and facilities.
2. Maintenance and operation procedures for pool and aquatics facilities.
3. Perform welding, lathe, and metal fabrication duties as directed, utilizing oxyacetylene and electric arc welding, soldering, and brazing processes.
4. Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
6. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
7. Maintain accurate logs, records, and basic written records of work performed.
8. Operate modern office equipment including computer equipment and software programs.
9. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
10. Coordinate work assignments with other divisions and departments.
11. Conduct safety inspections and establishing safe procedures.
12. Inspect the work of others and maintaining established quality control standards.
13. Make accurate arithmetic calculations.
14. Operate a truck and observe legal and defensive driving practices.
15. Organize own work, set priorities, and meet critical time deadlines.
16. Communicate effectively through various methods.
17. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Five (5) full-time equivalent years of experience in journeyman level construction and repair work or general maintenance technician.

Licenses and Certifications:

The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

Desirable Qualifications:

A certificate in one or more of the maintenance trades from an approved institution.

PHYSICAL DEMANDS

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances various rodents (dead or alive) and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.