

Employee Name: _____ BANNER ID: _____
Effective Date of: _____ *Effective End Date: _____
Change: ☐ Classified ☐ Confidential ☐ Faculty ☐ Manager

Manager (Print name and sign)	Date	HR Technician Signature	Date
VP of assigned Division Signature	Date	VP, Human Resources Signature	Date
Chief Compliance & Budget Officer Signature	Date	President/CEO Signature	Date

****Reviewed by President's Cabinet on:**

LEAD SKILLED TRADE CRAFTS WORKER

DEFINITION

Under general supervision, performs exterior and interior construction and repair work on District facilities and buildings; conducts routine and skilled preventive maintenance inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Director, Facilities Planning & Management. 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 District 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 District 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 position also schedules repair projects with contractors when necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Perform skilled exterior and interior construction and repair work on District facilities and buildings; ensures project compliance with applicable laws, codes and work orders.
- Performs skilled construction and repair work, including grading, paving, flooring and tiling, roofing, fence work, curb, gutter, manholes, sidewalks, retaining walls, equipment and bleachers; grades large areas for contract asphalt installation.
- Perform welding and metal fabrication work in the repair, alteration, installation, and maintenance of designated equipment and facilities.
- Prepares and works with concrete; grades, forms, pours, and finishes large surfaces, large reinforced retaining walls, and footings for block walls; demolishes portions of buildings in preparation for alteration.
- Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to perform construction projects.
- Estimates costs of labor and materials and orders and maintains availability of appropriate materials to support completion of assigned work.
- 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.
- Monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment according to established procedures.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Ensures the proper care and maintenance of tools and equipment.
- 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.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and supplies.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Maintains pool facilities and equipment.
- May assist in the removal of or extraction of living or dead rodents.
- Assists other District employees with various projects including minor carpentry, plumbing, and HVAC repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties.
- Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in construction trades, maintenance, and repair of District facilities, buildings, and fixtures.
- Tools, materials, and standard practices used in general construction, maintenance, and repair.
- Basic preventive maintenance principles and practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety equipment and power and hand tools used in construction, maintenance, and repair.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.

- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in journeyman level construction and repair work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- A certificate in one or more of the maintenance trades from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around District 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. Employees 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

Employees 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. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.