



Job Title: Trades Lead – Facilities Maintenance

Department: Maintenance

Supervisor: Director of Facilities Services

Lane Placement: ESP Lane 10

Schedule: 8 hrs / 245 days Evaluation Group: JCES 6

FLSA Classification: Non - Exempt

## JOB DESCRIPTION

Under the supervision of the Director of Facilities Services and Maintenance Coordinator, the Trade Lead person is responsible for receiving and pursuing the completion of work assignments received daily for specific trades. Incumbent organizes and coordinates the work of specific trades, contractors, and several trade functions. Incumbent will be responsible for supervising the preventive maintenance program. Incumbent orders materials needed, schedules the work and checks on completion. Incumbent acts as a working lead person and assists in performance evaluations and selection of assigned personnel.

## ESSENTIAL FUNCTIONS

- Receives daily work assignments. Work assignments include new installations, building and equipment repair and remodeling.
- Plans, directs, organizes and controls work-time behavior of assigned trade personnel. Organizes assigned trade crews, tools, materials and equipment to meet demands of work assignments.
- Performs work that is more complex and overflow work as required.
- Oversees and participates in completion of work assignments.
- Responsible for the inspection of work assignments to assure completion and quality craftsmanship by assigned trades personnel.
- Assists with estimates of project applications and costs as requested.
- Participates in trade staff level justification and forecasting.
- Assists in daily evaluation of trade personnel performance.
- Assists in solving personnel problems.
- Prioritizes tasks and activities on assigned projects. Coordinates with other trades and contractors to assure project progression and completion.
- Provides support services to other maintenance areas as needed.
- Provides input concerning equipment purchases.
- Supervises Maintenance personnel as assigned.
- Required to attend scheduled training and departmental meetings.
- Assesses equipment safety and makes repairs. Follows proper operating procedures with all equipment to avoid injury. Supervises the safe use of equipment by others, as well as the safety training of employees, including the environment in which they work.
- Shift work may be required.
- Will be called to respond to maintenance emergencies as required.
- On-call duties as assigned.
- Performs all installations, preventive maintenance, repairs, replacements and upgrades commonly related to the specific trade. All assignment determination will be made by the Director of Facilities Services and Maintenance Coordinator.
- Drives a Maintenance vehicle for transportation to work sites.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED, or equivalent.
- The completion of formal accredited classroom training or apprenticeship appropriate to the specific trade is preferred.
- Depending on the trade, additional licensure may be required. Licensure for specific trades will be preferred if not required.
- Must provide proof of certifications as required by law.
- Requires valid Utah Driver License.
- Requires minimum four years job related Journey level work experience with demonstrated competence.
- Demonstrated success in leadership will be given preference.
- District experience is helpful in providing familiarity with specific District equipment and repair needs.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Job requires trade skills appropriate to the supervision of Journey level employees.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of M.S.D.S. safety procedures.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires the ability to lift a minimum of ten (10) pounds.
- Work requires physical exertion (lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Must endure many interruptions.
- Some pressure and stress to meet deadlines.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/10/2020