

JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

FACILITIES
4229 Supervisor of Trades
Page 1 of 5

JOB TITLE: SUPERVISOR OF TRADES

REPORTS TO: Director of Field Operations and Maintenance

NATURE AND SCOPE OF JOB:

The Supervisor of Trades oversees employees working as journeymen, apprentice workers and vocational trade school students in multiple trades. Supervises and coordinates activities of workers engaged in maintaining and repairing the physical structure of all district buildings, equipment, and does related project work as required. Employees in this job coordinate and direct the work of subordinate staff in a variety of repairs or maintenance of district buildings. The work requires knowledge of the principles, building codes, and materials of two or more trades, supervisory techniques, personnel policies, and procedures.

QUALIFICATIONS:

The Supervisor of Trades shall:

1. Have earned a high school or trade school diploma or its equivalent acceptable to the Executive Director. NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.
 2. Have (5) years of trades experience in work in at least one of the following:
maintenance & repair, Electrical, Plumbing, Carpentry, HVAC, glazing, roofing and Construction of commercial and institutional buildings
 3. Ability to develop and organize repair and maintenance work programs
 4. Ability to develop and maintain work schedules effectively utilizing available funds
personnel, equipment, materials, and supplies.
 5. Investigates complaints and takes action to make repairs with minimal delays.
 6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
 7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar. And vocabulary.
 8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal form I-9 in compliance with the Immigration Reform Act of 1986.
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JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

FACILITIES
4229 Supervisor of Trades
Page 2 of 5

9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 1201 and in accordance with N.J.A.C. 6:3-4A-4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as by required by N.J.A.C. 6:3-4A-4.
12. Meet such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Employment interview and practical tests may be applicable.
5. Professional licensure in a specific trade or equal at the Executive Directors discretion.

EMPLOYMENT TERMS:

The Supervisor of Trades shall be employed under the following terms:

1. Work year of twelve months.
 2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining agreement.
 3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).
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JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

FACILITIES
4229 Supervisor of Trades
Page 3 of 5

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Trades responsibilities will include, but not be limited to the following:

1. Assign work; provide written and/ or oral instructions to a group of skilled crafts persons at the journeymen, apprentice or student level and supervises the performance of their work.
2. Inspect buildings to note hazardous conditions, malfunctions, and broken fixtures, equipment, and structures.
3. Maintain essential records and files.
4. Order, store, safeguard, issue, record, and supervise the use of PPE, equipment, materials, tools, parts and supplies and research procurement of same as needed.
5. Prepare reports and records of personnel, equipment, materials, parts, supplies, time, costs, and work completed
6. Plan, organizes and assigns the organizational unit, and evaluates employee
7. Inspect, check work in progress and make any recommendations if changes are needed
8. Perform and conduct effective recommendations for hiring, firing, promoting, demoting, and/or disciplining of employees.
9. Ensure that work areas are in an orderly and safe condition before and after
10. Prepare and maintain computerized reporting system relative to work orders (School Dude) requested, in progress, and completed, as well as major projects scheduled and in-progress.
11. Ensure all personal protective equipment is in use and all safety protocols such as lock out tag out, ladder safety, eye protection etc. is worn and maintained.
12. Identifies staff development and training needs and ensures that training is obtained.
13. Ensures proper labor relations and conditions of employment are maintained.
14. Estimates cost of materials needed to accomplish tasks.
15. Ability to read blueprints and diagrams to plan materials and labor needed to accomplish tasks.
16. May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
17. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

FACILITIES
4229 Supervisor of Trades
Page 4 of 5

18. Inspect buildings and construction sites to determine materials and labor needed by visual observation, gauges, meters and other test devices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
 2. Occasional exposure to a variety of weather conditions.
 3. Exposure to heated/air conditioned and ventilated facilities.
 4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
 5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
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JOB DESCRIPTION

____ PATERSON ____ BOARD OF EDUCATION

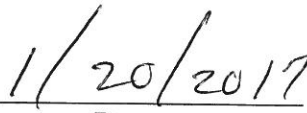
4229 FACILITIES
Supervisor of Trades
Page 5 of 5

EVALUATION

The Director of Field Operations and Maintenance shall evaluate the Supervisor of Trades in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.



Approved



Date