CLASS TITLE: **SENIOR BUILDING TRADES LEADWORKER**

DEFINITION: Under general supervision, performs work of considerable difficulty in supervising, planning, estimating, scheduling and participating in the work of skilled craftsworkers (including carpentry, glazing, roofing, painting and locksmithing) engaged in the maintenance, installation, repair, alteration and maintenance of all District facilities, structures, articles and items of equipment; and performs related work as required.

EXAMPLES OF DUTIES: Plans, supervises, inspects and participates in activities of carpenters engaged in the alteration, repair and construction of articles and structures of wood such as partitions, counters, doors, window frames, sheds, scaffolds, stands, forms, fences; oversees and participates in the repair of school and office furniture, equipment, wooden fixtures; laying and construction of floors and siding, sheet metal roofing, and laminating synthetic materials; supervises and participates in necessary mill and cabinet work, shelving, the fitting of doors, windows, sashes and screens, locksmith, glazing and blacktop work; operates all conventional hand and power equipment and other wood working machinery; determines that tools and equipment are properly maintained; plans supervises, inspects and participates in the activities of painters engaged in painting, varnishing, staining, lacquering and enameling District facilities, materials, furniture and equipment; plans supervises, inspects and participates in the activities of locksmiths engaged in the repair, adjustment, installation of all District keyed and combination locks and hardware. Plans, supervises, inspects and participates in the activities of glaziers engaged in the installation of glass and other synthetic materials and other related functions in all District facilities; plans, supervises, inspects and participates in the activities of the roofer engaged in the repair of roofing systems and asphalt repair/installation; estimates, plans and schedules the work of all assigned craftworkers; opens and closes work requests; participates in both long and short term planning exercises; identifies work needed to be done and creates work orders; assists in the planning and execution of tasks related to mold and hazardous materials remediation/buildback; maintains records and writes reports.

DESIRABLE QUALIFICATIONS:

Training and Experience: Four years of progressively responsible journey level experience in carpentry, locksmithing, glazing, painting or roofing; or an equivalent combination of training and experience.

Knowledge and Skills:

Knowledge of:

- Operations, maintenance and repair of building and building systems.
- Standard practices, materials, tools and equipment and processes used in the carpentry, locksmithing, glazing, painting and roofing trades.
- Safety and regulatory codes and statutes associated with building operation, construction, repair and maintenance.

Skill in:

- Reading blueprints and interpreting plans in the construction and repair of building and building systems.
- Estimating labor and materials.
- Operating hand and power tools.
- Using a computer.
- Keeping records and preparing reports.
- Supervising the work of others.
- Establishing and maintaining effective working relationships.
- Communicating effectively both orally and in writing.
- Training/instructing subordinates.

Licenses and Certificates: Possession of a valid California Driver's License. Ability to obtain appropriate AHERA certification within six months from date of employment in the position.