

**NEW CLASS SPECIFICATION**

**Lead General Tradesman**

Range 48

**GENERAL PURPOSE**

Under general supervision by the Director of Facilities, Planning, and Operations, and/or Designee, provides lead work direction and participates in a wide variety of semi-skilled and skilled tasks in the construction, alteration, maintenance and repair of District buildings, facilities and grounds; and performs related duties as assigned. Under general supervision, schedules, assigns, leads and participates in the work of skilled level personnel engaged in the design, construction, installation, modification, maintenance and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems in District buildings and facilities; and performs related duties as assigned. The Lead General Tradesman is an advanced skilled level, working lead class, providing technical assistance, training and lead worker duties for a staff of skilled level tradesman.

**DISTINGUISHING CHARACTERISTICS**

Lead General Tradesman is an advanced skilled-level, working lead class, providing technical assistance, training and lead worker duties for a staff of skilled-level general tradesman.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; identifies problem areas and directs remedial action to be taken; ensures that activities are carried out in a safe manner and that established policies, procedures and safety measures are followed.
2. In coordination with other shop leads, orders and maintains an inventory of necessary tools and materials.
3. In conjunction with other shop leads, effectively and efficiently complete submitted work orders.
4. Performs a variety of tasks involved in the maintenance and servicing of HVAC equipment, inspects and replaces belts, cleans coils, replaces filters, and clear condensate lines.
5. Makes repairs to low-and-high-voltage electrical equipment, up to 220v, appliances and fixtures; rewires and replaces defective devices and worn parts.
6. Alters, repairs or constructs articles and structures of wood, such as room additions, partitions, walls, benches, tables, counters, etc.; repairs and maintains, including painting, of buildings, walls, doors, windows and sashes; replaces window glass.
7. Repairs and replaces locks and deadbolts, closures, panic bars, and hinges.
8. Installs water piping; packs faucets; wipes and flushes joints; cleans out drains and obstructions in water systems. Change water filters for sinks and drinking fountains, inspect water heaters. Repair flush valves, faucets and replace toilet rings. Reset sinks, toilets and urinals

9. Lays linoleum and ceramic tiles, repairs linoleum, tile and floor carpeting. Some painting and carpentry work as assigned.
10. Reads and interprets blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.
11. Operates a variety of light- medium- and heavy-duty equipment and vehicles.
12. Operates a variety of tools and power equipment. operates power equipment such as saws, drills, nail guns, joiners and other woodworking machinery;
13. Observes and complies with all relevant safety laws, codes and District policies.
14. Performs work assignments independently, without close supervision.
15. Prepares and maintains a variety of records and reports.
16. Applies chemicals, implements pest and rodent control measures.
17. Works with asphalt and concrete.
18. Repairs gates and fencing.
19. Repairs irrigation conduits, control lines, valves, sprinklers, and controllers.
20. Operates various landscaping equipment, including edger's, lawnmowers, and chainsaws.
21. Define bid specifications for outside vendors and coordinate work.

## **OTHER DUTIES**

1. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
2. Makes oral and written reports on completed work assignments.
3. Assists other skilled maintenance personnel in cooperative assignments.
4. Contacts and coordinates with vendors and suppliers to obtain quotes for supplies and materials. Oversees project activities.
5. Complete work orders using the current implemented work order system.

## **QUALIFICATIONS**

Knowledge of:

1. Principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing.
2. Principles, methods, materials, tools and equipment used in the construction and/or mechanical electrical trades.

3. Make arithmetic calculations quickly and accurately.
4. Principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper and PVC pipe, including HVAC maintenance.
5. Surface preparation and application of paints appropriate to different internal and external surfaces.
6. Principles, methods, materials, tools and equipment used in rough and finish concrete, and asphalt patch and repair.
7. Proper use of chemical applications.
8. Proper procedures for recycled water systems.
9. Irrigation systems.
10. Proper methods, materials, tools and equipment used in locksmith activities.
11. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the fields of HVAC, electrical, plumbing, carpentry and related building trades.
12. Safe work methods and safety regulations pertaining to the work.

**Ability to:**

1. Operate and maintain specialized tools used in HVAC, electrical, carpentry, plumbing and related building trades.
2. Measure and calculate angles, lengths and volumes.
3. Design, lay out and prepare sketches for building and related construction jobs.
4. Understand and follow oral and written instructions.
5. Estimate necessary materials and equipment to complete assignments.
6. Exercise effective independent judgment and initiative without close supervision, and seek consults and support as needed.
7. Prepare basic records and reports.
8. Read and interpret manuals, specifications, drawings and blueprints.
9. Establish and maintain effective working relationships with those encountered in the course of work.
10. Maintains job punctuality and regular attendance.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; three (3) years of skilled level building maintenance and construction experience.

### **Licenses, Certificates and Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy. Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

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