



**CLASS TITLE:** ASSISTANT DIRECTOR, BUILDING TRADES

**WORK YEAR:** 12 Months

**VACATION:** 27 Days

**REPORTS TO:** Director, Facilities/Planning

**BASIC FUNCTION**

Under direction of an assigned supervisor, plan, direct staff and evaluate the functions of carpentry, plastering, locksmith work, glazier work, floor repair, roofing and painting in District owned properties and buildings; coordinate and direct multiple trade projects assigned to Maintenance and Operations.

**REPRESENTATIVE DUTIES:**

Plan organize, direct and control assigned functions of the Maintenance and Operations Department including District carpentry work, painting, repair and replacement of various types of building forms, walls, frames, and floors used in construction and maintenance of buildings, repair and reconstruction of furniture, counter tops and fixtures, and repair and maintenance of District roofs.

Plan, organize, direct and control the maintenance of District locks and keys; oversee the maintenance of the District fire extinguisher program.

Oversee the installation and repair of District window treatment including glazing.

Plan, organize, direct and control the M & O multiple trade projects, including departments outside the building trades department (e.g. HVAC, Plumbing). Coordinate the scheduling and timing of trade support efforts in conjunction with input from other Assist Director, M & O. Supervise the construction project and evaluate results for areas of needed improvement.

Prepare rough sketches of minor construction projects; read drawings and determine materials to be used; develop work assignments and review quantity and quality of work performed; estimate labor and material costs for job orders; secure purchase orders and order emergency materials; supervise storage and distribution of materials and equipment; prepare reports and maintain records.

Evaluate the performance of assigned personnel and maintain appropriate records; assure employees perform work in compliance with established safety procedures; schedule and inspect work of subordinates; plan and evaluate specifications.

Report work progress to supervisors; inspect and correct work of trades persons as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard practices of the supervised trades.

Materials, tools, methods, skills and techniques used in rough and finish carpentry.

Methods and procedures used in plastering, locksmithing, floor and carpet installation and repair.

Codes and laws regulating supervised trades, safety regulations and techniques.

Scheduling practices for multiple trades.

Plumbing, heating and mechanical building codes.

Time keeping methods.

Techniques of supervision and training

Safety regulations.

Methods, materials and equipment.

**ABILITY TO:**

Prepare estimates of labor and materials.

Develop preventative maintenance procedures.

Prepare written and oral reports.

Prepare rough sketches and provide explanations as necessary.

Communicate expectations to subordinates and evaluate results.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of twelfth grade and seven years of experience in work equivalent to that of a journey-level carpenter, locksmith, glazier, or related trades, including three years in a supervisory or lead capacity. Evidence of satisfactory completion of a course of instruction in the principles and practices of supervision and/or graduation from college preferred.

**WORKING CONDITIONS:**

**Environment:**

Indoor and outdoor work environment.

**Physical Abilities:**

Seeing to inspect work and read various materials.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.