

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: BUILDING TRADES SUPERVISOR (Range S-25)**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize, coordinate and supervise the maintenance operations and activities of assigned trades; schedule, assign and review maintenance work; train, supervise and evaluate the work of assigned employees.

### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities, including carpentry, painting, locksmithing, electrical, HVAC&R and other assigned trades. *E*

Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; assure proper completion of work orders. *E*

Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned. *E*

Prioritize, schedule, and assign work; receive work orders and dispatch staff to install, maintain, repair and service equipment and related systems. *E*

Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective work flow and facilitate operations; coordinate responses to emergency calls. *E*

Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards issues; instruct staff in safe work practices. *E*

Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned; operate a computer as assigned. *E*

Communicate with District personnel, departments and contractors to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects; confer with District personnel regarding maintenance needs. *E*

Communicate with vendors, contractors and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures. *E*

Participate in the establishment and implementation of a preventive maintenance program. *E*

Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, materials, and equipment used in the various building maintenance trades such as carpentry, painting, electrical, heating and ventilating, air conditioning as assigned.

Building construction practices and laws governing the construction and repair of public buildings.

Appropriate safety precautions and procedures.

Health and safety regulations.  
Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Record-keeping techniques.  
Operation of a computer.

**ABILITY TO:**

Perform a variety of responsible duties related to the supervision of maintenance operations and activities.  
Plan, organize, schedule, assign and review maintenance work.  
Train, supervise and evaluate personnel.  
Prioritize and schedule work.  
Read, interpret and work from construction drawings and blueprints.  
Estimate materials and labor costs.  
Plan, lay out, direct and control a maintenance work program involving diversified activities.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Observe legal and defensive driving practices.  
Operate a computer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by journey-level training in one or more of the building trades and five years increasingly responsible skilled maintenance experience related to assigned area of responsibility including at least two years in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Walking to conduct inspections.  
Bending at the waist.  
Sitting or standing for extended periods of time.

**HAZARDS:**

Electrical power supply and high voltage.