

TITLE: Assistant Supervisor, Building Crafts

- QUALIFICATIONS:**
1. High School Diploma or equivalent.
 2. Must meet all of the education/experience requirements of the carpenter and other building crafts.
 3. CDL Class B with Air Brakes endorsement.
 4. Completion of vocational training in carpentry and/or a building trade.
 5. Five to six years experience in one or more building crafts
 6. Ability to read and interpret schematics blueprints.
 7. Ability to read, write and follow directions in the English language.
 8. Knowledge of federal, state and local codes and regulations.
 9. Demonstrated ability to work with diverse groups.
 10. Experience in industry-standard computer applications.
 11. Demonstrated ability to follow written and oral instructions.
 12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Designated Supervisor

JOB GOAL: To ensure the repair and maintenance of materials, equipment and facilities in a safe and cost effective manner that supports the goals of the District.

ESSENTIAL FUNCTIONS:

1. Performs all of the duties of the carpenter and/or building crafts positions as necessary.
2. Assists with the review of work orders/job requests and determines daily, weekly and monthly priorities.
3. Assists in monitoring work assignments by on the job observation and feedback from site personnel.
4. Gives instructions in a clear and easily understood manner.
5. Assists in the instruction of personnel on performance of specific tasks when required.
6. Uses a computer to write and maintain reports and to respond to electronic mail.
7. Informs supervisor of problem areas or problems in work completion.
8. Keeps school personnel informed of progress on work orders.
9. Assists in the preparation of maintenance schedules for routine upkeep of equipment and facilities.
10. Assists in the planning of new school facilities.
11. Ensures that appropriate materials are available to complete work orders.
12. Investigates, gathers information and meets with co-workers/school personnel to assist in problem resolution.
13. Assists in the hiring and training of new personnel.

14. Works effectively under the stress of time, personnel shortages and multiple requests.
15. Keeps current with health, safety and building codes and regulations.
16. Conducts inspections of equipment and/or facilities to ensure adherence to regulations.

OTHER RESPONSIBILITIES:

Performs related work as required. (Note: 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 the position.)

PHYSICAL REQUIREMENTS:

1. Position requires exerting up to 100 pounds or more of force occasionally and/or up to 50 pounds or more of force frequently and/or 10 pounds or more of force constantly to move objects.
2. Lifts, climbs, bends and kneels in order to complete assigned tasks.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 07-01-05

