

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MULTI-TRADE LEAD PERSON

SALARY SCHEDULE: SSP11 + APPLICABLE LEAD PAY

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) or more years of successful experience at the journeyman level in at least one of the following trades: Carpentry, Electrical, HVAC, Painting, Plumbing, Roofing or Utility Maintenance.
- (3) Demonstrated familiarity with three of the following trades: Carpentry, Electrical, HVAC, Lock/Window Repair, Plumbing, Roofing and Utility Maintenance.
- (4) Minimum two years' experience in a leadership role in which the individual had direct responsibility for the day-to-day supervision of a work crew preferred.
- (5) Demonstrated knowledge of code, safety and environmental regulations.
- (6) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (7) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill to effectively use the tools in all trade areas. (Knowledge of the preventative maintenance procedures associated with each trade area.)

Ability to read drawings and schematics.

Knowledge of the appropriate federal, state and local codes and regulations related to assignments.

Ability to effectively communicate with customers.

REPORTS TO:

Facilities Zone Manager

JOB GOAL

To ensure School Board facilities are maintained in a satisfactory and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Performs multi-trade repair and maintenance tasks in accordance with schedules and work repair needs.
- *(2) Assigns daily tasks to trades workers.
- *(3) Performs inspections to ensure a successful preventative maintenance program.
- *(4) Performs quality control inspections on completed jobs.
- *(5) Assists Zone Manager in the coordination, scheduling, supervision and inspection of assigned work.
- *(6) Assists Zone Manager in coordination of priorities and schedules with appropriate customers.
- *(7) Advises customers regarding the status of work orders.
- *(8) Works to ensure productivity goals are met.
- *(9) Works to ensure a high level of customer satisfaction is achieved.
- *(10) Assists Zone Manager in processing and scheduling Zone team work in the maintenance tracking system.

MULTI TRADE LEAD PERSON (continued)

- * (11) Estimates time and material costs for proposed work.
- * (12) Maintains appropriate records and orders all needed materials.
- * (13) Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- * (14) Follow all School Board Policies, rules and regulations.
- * (15) Sustained focus and attention to detail for extended periods of time.
- (16) Performs other duties as assigned.
- * (17) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to be on call around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities