

STOCKTON UNIFIED SCHOOL DISTRICT

CARPENTER-ROOFING- LOCKSMITH SUPERVISOR DEFINITION

Organize, schedule, assign and monitor work in carpentry, roofing, and locksmiths; maintain supervisory records; order materials and supplies; oversee complex skilled trades work; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Division Manager, and exercises general supervision over skilled and semi-skilled trades employees.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

- Duties may include, but are not limited to, the following:

Review work orders in carpentry, roofing, and locksmiths; assess priorities and schedule accordingly; assign jobs to workers and process completed work orders. (E)

Make estimates on time and materials costs for work order jobs. (E)

Assist in job planning; order materials and estimate labor requirements. (E)

Meet and coordinate with outside contractors in carpentry, roofing and locksmiths; coordinate projects with other sections in Maintenance and Operations and order directly from dealers. (E)

Maintain inventory of stock. (E)

May assist in the preparation and monitoring of the department budget. (E)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job. (E)

Inspect completed jobs; identify additional work required. (E)

Perform related duties as assigned.

Provide for the safety of workers and others at job sites. (E)

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. (E)

Assist with the resolution of student, parent and community complaints regarding assigned staff. (E)

Meet and coordinate with outside vendors; obtain quotes and bids (E)

Make estimates on time and material costs for work order jobs (E)

Assist in the job planning; order materials and estimate labor requirements. (E)

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed . (*E*)

Keep records of hours worked; schedule vacations; maintain records of work activity (*E*)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job (*E*)

Ensure that equipment is safe and in operating order. (*E*)

May assist in the preparation and monitoring of the department (*E*)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs (*E*)

Provide for the safety of workers and others at school sites including training staff to report safety hazards (*E*)

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members (*E*)

Oversee difficult and complex skilled trades work as required (*E*)

Maintain regular and prompt attendance in the workplace. (*E*)

QUALIFICATIONS

Knowledge of:

- Principles and practices of carpentry, roofing and locksmiths; methods, equipment, tools, and materials used in these trades; journey-level proficiency in carpentry
- Methods, equipment, and tools used in construction and maintenance
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training
- Maintenance and construction needs of school buildings and facilities
- Safe work practices
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Organize and schedule jobs; assess job priorities; order supplies properly and accurately
- Evaluate the condition of district buildings
- Monitor job progress; inspect completed jobs for quality of work
- Provide training to less experienced staff
- Oversee complex carpentry, roofing or locksmith work
- Physical capability sufficient to perform job duties

Experience and Education

Any combination of education and training equivalent to graduation from high school and:

- Completion of an apprenticeship program in carpentry or an A.A. degree
- Five (5) years of journey level experience in carpentry work, including three (3) years in a responsible supervisory capacity

License and Certificates

- Must possess a valid California driver's license
- CPR and First Aid certificates are required within sixty (60) days from date of hire

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 35

12- month work year

Board Approval: 03/14/17

SUSU Approval: 02/28/17