Title: Building Trades Leader

Essential Function

Assist in the management of a respective trades shop or skilled trades activities; arrange work crew schedules in a designated area and/or coordinate schedules with other trades; perform master trades work.

Characteristic Duties

1. Perform master trades work.

2. Coordinate skilled trades activities when the supervisor is absent or unavailable; may coordinate schedules with other work crews.

3. Estimate costs; may prepare specifications for minor repairs which may be done by outside contractors’ inspects the work to ensure compliance with specifications.

4. Maintain an inventory stock of parts and equipment; prepare related records and reports.

5. Maintain acceptable maintenance levels of all equipment and/or buildings’ internal system and other related areas.

6. Maintain housekeeping conditions as prescribed by area.

7. Perform related duties based on departmental need.

Unusual Working Conditions

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Minimum Qualifications

• Must have an approved certificate from an accredited related apprenticeship program and four years related work experience following the apprenticeship program, including one year supervisory experience; or high school/GED diploma and six years related work experience, including one year supervisory experience.

Last updated: June 1991