

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

08/16	HEAD STRUCTURAL WORKER	2.10.6
Effective Date	Job Title	Index

PURPOSE

To positively impact student achievement by performing a variety of supervisory level work throughout all District facilities, specific to foundations, floors, walls, roofs, door and window hardware, locks and keys, glazing, painting and other related in the carpentry/structural field.

CLASS CHARACTERISTICS

This is the lead level class in the maintenance worker series. Positions in this class perform work coordination responsibilities on a regular basis which limit time available to actually perform work. Responsibilities include oversight of several building trades within a section of the Maintenance Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over personnel in the structural and surfacing trades such as carpentry, glazing, locks and hardware, painting, roofing and building equipment repair and fabrication.

EXAMPLES OF DUTIES – may include, but are not limited to, the following:

Supervises and participates in all maintenance, repair, replacement, and installation of building structure and surface components.

Reviews work to be accomplished and assigns jobs to crew members.

Performs shop and field inspections of work in progress and completed jobs.

Assists in the preparation of the annual budget; prepares forecasts for areas of assignment.

Performs administrative analysis of conditions of structural systems related to occupant safety and continued facility use, and prepares findings.

Provides technical assistance to management personnel.

Provides technical advice to district personnel; provides estimates of time and material as required by the supervisor.

Performs advanced journey level work as required in one or more of the structural trade areas. Monitors the upkeep and repairs of tools and equipment used by the trades in area of responsibility.

Orders materials and supplies as needed following established guidelines; maintains records as required.

Assists in the performance of assigned employees.

Prepares reports and correspondence.

Assists on special projects as may be identified by the Facilities staff.

Provides assistance to other maintenance personnel.

Maintains regular and consistent attendance and punctuality.

Performs related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of the structural and surfacing trades.

Principles and practices of work coordination and evaluation.

Applicable codes, policies, regulations and laws governing work procedures and practices of the structural trades.

Methods, materials, equipment and tools used in the structural and surfacing trades.

MSD sheets; what they are for and how to use them.

Applicable safety rules, practices, and procedures.

Local, state and national repair, installation and operation codes.

Ability to:

Develop and implement a program of maintenance, repair, replacement and installation of structural and surfacing components.

Prepare estimates of time and materials.

Work from sketches, shop drawings and blueprints.

Prepare structural and surfacing designs.

Analyze technical information and prepare related reports.

Train others in technical skills.

Prioritize and schedule daily calls and preventive maintenance.

Read and comprehend MSD sheets.

Maintain records of work orders, parts, and preventive maintenance performed.

Use technology for word processing, spreadsheets, communication, the work-order database and other related applications and devices.

Establish and maintain effective working relationships with those contacted in the course of work.

Establish and maintain cooperative relationships with other leads.

Communicate clearly and concisely, both orally and in writing.

Experience:

Minimum of 5 years of increasingly responsible experience in a skilled structural trade area such as carpentry, painting, roofing, etc. including one year of lead responsibility.

Training:

High school diploma or equivalent.

Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered in lieu of requirements above.

Special requirements:

Possession of a valid Oregon driver's license.

WORK ENVIRONMENT:

Work is often done independently, in the field year-round and involves exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders.

Salem-Keizer School District is an equal opportunity employer.

Position: Head Structural Worker

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____