



Trades 8 / Construction

Purpose Statement

The job of Trades 8 / Construction is done for the purpose/s of constructing/repairing District structures working from blueprints, drawings, or oral instructions; building, repairing and installing various structures; installing various building components; ensuring District building projects comply with specified construction standards; identifying the nature and extent of needed repairs and construction; supervising assigned personnel; maintaining District electronic and written construction and remodeling records and files; and assisting other maintenance personnel as assigned.

This job reports to Director of Facilities and Maintenance

Essential Functions

- Assists other maintenance workers for the purpose of completing projects in a safe, efficient, and timely manner.
- Builds various items (e.g. counters, walls, storage, playground equipment, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates activities (e.g. renovations, inspections, contractor and architect meetings, permitting activities, insurance claims activities, project close-out and building commission activities, calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within specifications and with minimal interruption to site personnel.
- Develops specifications for maintenance, repair and modification projects (e.g. educational specifications, cost analysis, project schedules, cost analysis, permits, purchasing/bid time and construction, etc.) for the purpose of providing them to architects, contractors, asbestos abatement specialists, construction management firms, etc. for selection and awarding of contracts.
- Directs project support staff (e.g. construction managers, architects, engineers, etc.) for the purpose of ensuring that construction and/or renovation projects are completed on time and within specifications.
- Evaluates potential sites and/or condition of existing systems for the purpose of determining construction and/or renovation requirements.
- Inspects all aspects of construction (e.g. exterior, interior, walls, electrical, roof, concrete, paint, etc.) for the purpose of ensuring compliance with plans, specifications, and local codes and ordinances.
- Installs system components (e.g. playground, storage, classroom, office, etc.) for the purpose of providing a safe, attractive, and efficient environment.
- Maintains a variety of manual and electronic files and/or records (e.g. architectural publications, material samples, district directives, job related communications, historical record, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring district objectives are achieved within budget and timeframes and in compliance with established requirements.
- Participates in planning committees involving a variety of personnel (e.g. architect, Director of Building Maintenance, school principals, school groups, etc.) for the purpose of gaining comprehensive knowledge regarding the proposed construction project.

- Performs a variety of construction and maintenance duties (e.g. carpentry, painting, laying tile, playground installation, etc.) for the purpose of completing projects in a safe, efficient, and timely manner.
- Prepares written materials (e.g. contracts, correspondence, memos, budgets, costs, bid invitations, calendars, schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions on issues that relate to construction projects for the purpose of providing information and/or direction for making decisions within the district construction program.
- Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews a variety of construction-related information for the purpose of ensuring completeness of records and insurance claims.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; operating equipment used in building construction including blueprints, specifications etc.; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: construction trades, codes, blue prints; Utah State Fire Code; acceptable quality workmanship; seismic requirements and retro fitting; and working knowledge of electrical, plumbing, mechanical and structural components of commercial buildings.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Utah Contractors License General Inspector's License
(all trades)

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade