



Trades 8 / Life Safety

Purpose Statement

The job of Trades 8 / Life Safety is done for the purpose/s of implementing, planning and coordinating safety programs; monitoring regulatory compliance at district facilities; conducting employee training; providing carpentry services with specific responsibility for identifying repair and/or replacement needs; and installing, repairing, and building items.

This job reports to Director of Facilities and Maintenance

Essential Functions

- Applies knowledge of current policies, regulations, and industrial safety processes and procedures for the purpose of ensuring safety regulation compliance.
- Conducts and/or coordinates employee trainings in a variety of areas (e.g. fire code compliance, safety laws and regulations, hazardous condition monitoring, use of safety equipment, etc.) for the purpose of preventing unsafe environmental working conditions, especially regarding fire safety.
- Inspects District school sites and facilities, machinery, and safety equipment for the purpose of identifying, preventing and/or correcting potential hazards and unsafe environmental working conditions.
- Maintains a variety of electronic and written records (e.g. inspection reports, maintenance schedules, safety requirements and data, safety recommendations and history, etc.) for the purpose of ensuring that district facilities and equipment are safe and in compliance with district, state, and federal regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors facilities for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Performs repairs to district facilities and/or equipment as needed or assigns repairs to the district specialist for the purpose of ensuring a safe, productive working and learning environment.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job 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 single, 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: operating equipment used in maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; safety practices and procedures; and codes, laws and regulations related to health and safety.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using 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 frequently 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 priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising 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 significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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 Drug Screening
Pre-employment Physical Exam
Pre-employment Proficiency Test

Certificates and Licenses

Fire Marshall/Inspector License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8