

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUILDING TRADES SPECIALIST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Facilities & Operations	B/2/1-B/2/3	Nonexempt

CLASS SUMMARY:

The Building Trades Specialist is a stand alone class. Incumbents are responsible for performing skilled building trades activities depending on area of assignment such as carpentry, plumbing, electrical, and painting.

Based upon assignment, duties may include performing electrical repairs; running electrical wires; maintaining and installing plumbing fixtures; installing equipment such as circulator pumps, dishwashers, garbage disposals, water heaters and drinking fountains; maintaining and installing piping systems and fire suppression systems; building and repairing furniture; building cabinets and countertops; putting up drywall; taping, texturing, and finishing drywall; removing graffiti; spraying and rolling paint onto prepared surfaces; staining wood; making signs; designing, laying out, and setting up masonry jobs; providing technical advice; reading and interpreting blueprints; responding to emergency calls; filling out related paperwork; and, estimating project costs.

The Building Trades Specialist is distinguished from other Facilities and Operations classes in the focus on performing journey level building trades activities.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Based upon assignment, duties may include activities such as troubleshooting and evaluating electrical and mechanical systems including performing electrical repairs and running electrical wires; designing and estimating the costs of masonry jobs and concrete jobs including pouring and finishing concrete and ordering materials; maintaining and installing plumbing fixtures including toilets, sinks, lavatories, metering faucets, valves, pumps, dishwashers, garbage disposals, water heaters, drinking fountains, and water softeners; and installing and repairing locksets, deadbolts, unit locks, door closures, and corbin locks by determining type of lockset to use.	Daily 40%	B/2
Performs inventory of products needed in shop and maintains shop cleanliness including filling out paperwork such as work orders, parts, hazardous materials handling, inventory, and time logs.	Daily 15%	A/1
As assigned, builds and repairs furniture, cabinets, countertops, and upholstery; paints and/or stains doors, trim, walls, wrought iron, wood, metal, stucco, blockwall, parking lots, gym floors, and shelving by spraying and rolling paint onto prepared surfaces; and removes graffiti from concrete, bricks, doors, and signs by matching colors and/or priming and repainting areas.	Weekly 15%	A/1
Meets with District personnel to coordinate projects and proposals including providing technical advice.	Weekly 5%	B/2
As assigned, puts up drywall including taping, texturing, sanding, and finishing drywall; estimating project material needed; and makes signs and stencils on wood, paper, and/or plastic by cutting out by hand or machine.	Monthly 5%	A/1
Reads and interprets blueprints, sketches, and building plans to determine material required and dimensions of structure or fixture to be fabricated.	Quarterly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and, based upon assignment, relevant technical training and five years of building trades experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Licensing/Certification Requirements:

- AZ Driver's License may be required.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Building codes and structural design;
- Safety and security procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Building trades methods and use of related equipment and tools;
- Diagnosing building trades problems, interpreting directions and making repairs and/or conducting maintenance;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and intense noise.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

