

AREA METAL WORK SUPERVISOR

DEFINITION

Manages the overall metal operations in a local district maintenance and operations area. Supervises, assigns, inspects, and evaluates the work of assigned staff, provides technical work direction to site-based staff, and monitors, inspects, and reviews work performed by contractors.

TYPICAL DUTIES

Supervises, plans, assigns, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

Directs the fiscal management of the unit.

Develops, reviews, and revises work schedules with the concurrence of other craft supervisors, principals, and administrators.

Plans, coordinates, and schedules projects with community representatives, contractors, vendors, and the public.

Prepares correspondence, reports, procedures, and policies.

Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

Trains and orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Allocates resources for projects.

Interprets and applies provisions of collective bargaining agreements.

Investigates accidents and develops and implements corrective and preventative measures.

Identifies and evaluates equipment, supplies, techniques, and systems.

Ensures compliance with procurement procedures.

Coordinates resolution of construction project issues in accordance with District policy, applicable laws and regulations.

Enters work order and requisition data utilizing computer systems.

Communicates effectively with District staff, consultants, and the public using District communication applications.

May act in place of a higher-level supervisor in case of absence.

May participate or assist in obtaining contracts from private vendors.

May interact with, coordinate, and inspect the work of contractors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Metal Worker Supervisor manages the overall metal operations in a local district maintenance and operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a local district maintenance and operations area.

A Senior Craft person assists an area craft supervisor in managing the overall respective craft operations in a local district maintenance and operations area.

SUPERVISION

General direction is received from the Area Facilities Services Director. Technical direction is received from a Metal Worker Technical Supervisor. General supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, County, State, federal, and other codes pertinent to metal work
- Practices, processes, materials, and tools used in metal work construction, maintenance, and repair
- Design, fabrication, installation, and maintenance of a variety of metal and bar processes
- Welding and other processes as used in the metal trades
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Communicate effectively, both orally and in writing
- Work effectively with administrators, other District personnel, and the public
- Work well under pressure of multiple priorities and short deadlines
- Manage through direct reporting personnel
- Supervise, train, and evaluate the work of direct and nondirect reporting personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency.

Experience:

- Four years of experience as a Sheet Metal Worker or Welder at the journey-level or higher.

Special:

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

A Facilities Planner Training Program certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of the position at any time.

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