

SENIOR TILE LAYER

DEFINITION

Assists in managing the overall Tile Shop operations in maintenance and operation's central shops.

TYPICAL DUTIES

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

Develops, reviews, and revises work schedules.

Confers with supervisors on job requirements, plans, and schedules.

Prepares job estimates, scope of work, and sketches of work required.

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

Prepares correspondence, reports, instructions, description of tasks, and related documents.

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

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

Provides work direction to craft personnel.

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.

Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

Performs journey-level duties as needed.

Substitutes for the immediate supervisor during absences.

Enters work order and requisition data utilizing computer systems.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Craft person assists a supervisor in managing the overall respective operations in District facilities.

The Floor Covering Supervisor supervises, schedules, and is responsible for floor covering installation, repair, and maintenance; advises school administrators and other District personnel on floor covering materials; and inspects floor covering work for completeness and safety compliance.

A Craft Person performs the journey level work within their specific unit in the maintenance and operations of District facilities.

SUPERVISION

General supervision is received from a higher-level supervisor. Work direction is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

Pertinent employee health and safety laws, regulations, and District policies and procedures
City, county, State, Federal, and other codes pertinent to tile laying
Materials, tools, practices, and procedures of the tile trade
Methods of estimating costs of materials and labor
Kinds of ceramic and clay tile, marble, and kiln brick, their adaptabilities, and their use
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
Communicate effectively, both orally and in writing
Work effectively with administrators, other District personnel, contractors, and the public
Manage and direct multiple projects simultaneously
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, reach overhead, crouch, kneel, and maintain balance
Ability to safely lift, push, pull, and carry items weighing up to 100 pounds
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
Manual dexterity to operate the necessary tools and equipment
Visual acuity to differentiate between the various color tones, shades, patterns, and other related materials used for the Tile Shop

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision or completion of the Exceptional Supervisor Certificate Program I offered by the Personnel Commission's Organizational Excellence Branch.

Experience:

Three years of journey-level experience in the ceramic or clay-tile laying trade.

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 and 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/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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