

SENIOR METAL WORKER

DEFINITION

Assists in managing the overall metal work operations in a local district maintenance and operations areas.

TYPICAL DUTIES

Surveys sites, 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.

Evaluates the quality of playground equipment, ventilating systems, and perimeter fencing as well as the appropriateness of tools, supplies, and techniques used in the installation and maintenance of such 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 supervisor during absences.

Enters work order and requisition data utilizing computer systems.

Applies provisions of collective bargaining agreements.

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.

An Area Craft Supervisor manages the overall craft 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.

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:

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 and the installation of gym and playground equipment
National food service standards for the fabrication and installation of kitchen equipment
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, cutting of various types of metal alloys, and other processes as used in the metal trades
Sheet Metal and Air Conditioning Contractors National Association (SMACNA) standards for the fabrication and installation of various sheet metal building components
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
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, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds in inspecting or assisting projects when needed
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
Ability to work safely in confined spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience working in a journey-level craft classification in the Los Angeles Unified School District Metal Department.

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 upon 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.

Revised

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