

JOB TITLE	DEPARTMENT	REPORTS TO
Senior Trades Manager	Building Services and Capital Projects	Director of Building Services and Projects

Position No: 74024	Length of Work Year: 12 Months
Salary Schedule: N23	Date Approved: 6/13/22
FSLA: Exempt	Date Revised:

JOB GOAL
<ul style="list-style-type: none"> • To coordinate daily workload and resolve concerns in a timely, effective manner. • Work with and schedule Trade vendors for service on trades that we don't currently have in house technicians. • Manage the annual budget and five-year plan • Maximize work order efficiency • Develop a skilled team of tradesmen and managers • To deliver quality projects safely and on time • Communicate clearly and constantly

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. A minimum of 5 years trade related experience. 2. A minimum of 5 years' experience in related building construction. 3. A minimum of 5 years' experience Keys and Locksmith, Electrical, Intercom. Access Control, Carpentry, and Custodial 4. A minimum of 5years' experience working in educational facilities 5. Ability to oversee other departments. 6. Ability to read blueprints. 7. Ability to perform functions of the position. 8. Strong communication skills

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist in the bid process 2. To manage the work order process in School Dude 3. To coordinate renovation projects related to trade, establish a scope of work, cost estimates, schedules and assure successful completion. 4. Respond to school emergencies as needed. 5. To assist with the selection of architectural/engineering firms. 6. To work closely with other PM's 7. To coordinate a plan for all trade departments. 8. To assist with the selection of parts and supply vendors 9. To assist with the selection of support service companies. 10. To coordinate and determine the need school upgrades due to outdated technology. 11. Work closely with the building department on safety concerns. 12. Develop and maintain 5-year plan for all trades. 13. To assist other senior project managers with larger/longer duration jobs, when time permits. 14. Prepare required reports and maintain appropriate records. 15. To perform assigned tasks in a timely efficient manner. 16. To perform assigned tasks with high standard of quality. 17. To respond to any emergencies that may arise 24/7 18. To perform duties assigned by Director of Facilities and support staff. 19. To develop career paths for tradesmen and evaluate their work

20. To communicate with end users and various stakeholder groups on projects.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.