

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

TRADE MANAGER, FACILITIES SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years maintenance trade experience.
- (3) Demonstrated experience in at least one (1) maintenance trade.
- (4) Computer proficiency.
- (5) Commercial Driver's License (CDL) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability in all building and technical trades. Thorough knowledge of all trade tools, both manual and power and a general knowledge of materials and methods used in each shop. Knowledge of fire protection, sanitation and safety standards applicable to a public school building. Agree to train in general management practices and supervision and techniques. Knowledge of the service response system procedures and processes. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to demonstrate leadership qualities and an even temperament in time of emergency and also in the solution of day-to-day problems. Ability to work effectively with other employees and the public.

REPORTS TO:

Director

JOB GOAL

To maintain the physical school plant and ancillary facilities in a condition of operating excellence to ensure full education use.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct, assign and review work of all Facilities Services Maintenance shops.
- * (2) Inspect schools and grounds and schedule assignments in accordance with priorities.
- * (3) Provide input on job performance of maintenance staff and the condition of buildings and grounds under jurisdiction.
- * (4) Schedule and supervise periodic inventory of equipment, supplies and materials, report overages, deficiencies and needed replacement.
- * (5) Assist with developing scope of work for department projects, coordinating labor, documentation and project completion verification.
- * (6) Coordinate with shop lead men to ensure work is completed in a timely and cost-effective manner.
- * (7) Meet regularly with site cost center heads to determine service needs.
- * (8) Formulate controls and incentives needed to increase job effectiveness of employees.
- * (9) Collaborate with school and other public officials for inspection of school sites and buildings to ensure conformance with state and city codes and ordinances.
- * (10) Provide required supervision or assistance during times of emergency.

TRADE MANAGER, FACILITIES SERVICES (Continued)

- *(11) Receive telephone calls from police, fire, security or custodial personnel at night or on weekends and holidays concerning emergency situations and take appropriate action.
- *(12) Prepare "Requests for Proposals" for projects to be bid.
- *(13) Keep well informed about current trends and best practices in areas of responsibility.
- *(14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(15) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(16) Maintain a courteous and professional manner.
- *(17) Maintain work area in a safe and secure manner.
- *(18) Use positive, effective interpersonal communication skills.
- *(19) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(20) Participate in workshops and training sessions as required.
- *(21) Follow department policies and procedures.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Respond to inquiries and concerns in a timely manner.
- *(24) Prepare all required reports and maintain all appropriate records.
- *(25) Follow all School Board policies, rules and regulations.
- *(26) Exhibit interpersonal skills to work as an effective team member.
- *(27) Demonstrate support for the School District and its goals and priorities.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities