

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Construction Crew Leader	<b>REPORTS TO:</b>	Construction Projects Program Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OSS
<b>REVISED:</b>	June 3, 2003		

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### **BASIC FUNCTION:**

Work with and lead a crew of various journey-level, skilled, and semi-skilled crafts workers, and support staff; schedule and track project progress and monitor project budget; inspect, plan, and estimate work on district facilities; contact site administrators, other site staff, Maintenance and Operations Department staff, public agencies, contractors, vendors, and the general public regarding projects.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

### **E = Essential Functions**

Work with and lead journey-level construction crews in maintenance and construction projects that include repair, painting, paving, remodeling district buildings, and relocating and remodeling portable buildings. **E**

Plan and schedule work. **E**

Requisition equipment and materials for jobs. **E**

Coordinate and inspect vendor work. **E**

Evaluate sites to determine repair maintenance needs and priorities. **E**

Inspect work for compliance with applicable codes and standards. **E**

Organize and establish priorities for emergency, urgent, and routine job order requests. **E**

Assist with the coordination of projects with other department and district staff. **E**

Assist in the development of the Maintenance Unit budget. **E**

Maintain a variety of records to account for labor, materials, tools, equipment, and rolling stock. **E**

Track job costs and take necessary action to prevent overspending. **E**

Schedule maintenance work to minimize disruptions to classroom activities. **E**

Respond to after-hours emergency calls for maintenance services. **E**

Implement and enforce safety regulations and practices. **E**

Conduct regular safety and training meetings. **E**

Drive a vehicle. **E**

Attend training seminars and courses to keep current in leadership skills and in the latest techniques and technology in the construction/maintenance industry. **E**

Review and resolve issues related to the Planned Projects Program functions. **E**

Implement approved policies and procedures for the Maintenance and Operations Department, Maintenance Unit, and Planned Projects Program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of a recognized apprentice or other formal training program in the building trades and two years of recent, full-time, paid, journey-level experience, including leadership experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.  
Possession of hand tools common to the trade.  
Personality and character suitable for working in schools.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Coordinating, scheduling, and sequencing multi-craft projects.  
Applicable laws and codes.  
Various tools, equipment, materials, and methods common to the construction trades.  
Safety methods and practices.  
Reading and writing English communication skills.

**ABILITY TO:**

Coordinate, schedule, and sequence multi-craft projects.  
Use various tools, equipment, materials, and methods common to the construction trades.  
Analyze Maintenance Unit data and make recommendations for improvements.  
Estimate labor and material costs.  
Design sketches and layouts.  
Read and interpret plans and specifications.  
Provide leadership, training, and direction to assigned staff  
Establish and maintain effective working relationships with others  
Plan and organize work; meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.