SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Repair Dispatch Program Coordinator (Plumbing)	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Maintenance	**CLASSIFICATION:**	Classified
FLSA:	Exempt	**SALARY GRADE:**	059 OSS
REVISED:	February 3, 2003		

BASIC FUNCTION:

Plan, organize, and coordinate plumbing and equipment control functions for the repair dispatch program and lead the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Lead, plan, organize, assign, schedule, and participate in repair dispatch service work. E

Coordinate the work of lead and journey-level craft workers, skilled and semi-skilled workers and support staff; provide technical expertise for the more difficult or skilled work. **E**

Provide emergency, urgent, routine, repair services for district buildings and facilities, equipment, and grounds; coordinate projects with other department and district staff. **E**

Inspect, plan, and estimate costs for plumbing work; inspect completed work for compliance with applicable codes and standards. **E**

Interpret and implement policies and procedures for the department and program; review and resolve issues related to the assigned program. **E**

Develop and implement work practices and procedures for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities. **E**

Participate in the development of budgets as assigned; maintain a variety of records on labor, tools, materials, equipment, and rolling stock. **E**

Implement and enforce safety regulations and practices; conduct safety and training meetings. **E**

Drive a vehicle. **E**

May be required to operate light or heavy equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of training, experience, and/or education equivalent to completion of a recognized apprentice or other formal training program in the plumbing trade and three years of recent, full-time, paid journey-level experience including leadership experience.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.
May be required to have available and operate a personal vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510 (transportation expense and vehicle allowance provided.)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Current laws and codes applicable to the plumbing trade.
Safety methods and practices.
Computerized equipment control systems.
Plumbing standards and practices.

ABILITY TO:
Program, modify and operate plumbing controls.
Coordinate, schedule, and sequence multi-craft projects.
Communicate effectively with site administrators and other staff, outside agencies, and the public.
Provide leadership, training, and direction to plumbing and/or assigned staff.
Use a variety of tools, equipment, materials, and methods common to construction trades with emphasis on the plumbing trade.
Operate a computer with applicable software.
Analyze data and make recommendations for improvement.
Estimate labor and materials costs; maintain records.
Design sketches and layouts; skill in interpreting plans and specifications.
Establish and maintain effective working relationships.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment; driving a vehicle to conduct work; exposure to machinery and equipment with moving parts.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects.

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