

## **SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: LEADHAND BUILDING TRADES**

**QUALIFICATIONS:**

1. Secondary school graduation.
2. Holder of a valid journeyman's certificate as a Carpenter or Joiner.
3. At least five (5) years experience as a building tradesperson with at least two (2) years supervisory experience.
4. Has a demonstrable ability to supervise skilled and non-skilled workers and preferably has recent formal supervisory and/or administrative management education and training
5. Has a demonstrable ability to read blueprints, effectively lay out work, perform building trades and possesses a general knowledge of repair work.
6. Have demonstrable computer knowledge and the ability to understand word-processing, spreadsheet programs and to use computerized maintenance management systems and email.
7. Able to communicate effectively (both orally and written), and able to develop and maintain good relationships with staff, managers and District personnel.
8. Able to problem solve by evaluating information, giving relevant considerations when making decisions, interpreting data and reacting appropriately to changing situations.
9. Able to give input for actionable long-range plans and short-term activities, including direction and organizing the work, assigning people, equipment, and tasks to meet work goals.
10. Skilled in and able to control expenses, reducing costs, setting performance standards.
11. Possess a detailed up to date knowledge of policies, codes, regulations and safety standards both District and Governmental.
12. Possesses a valid BC. class 5 drivers licence.

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13. Able to work well under adverse weather conditions, interruptions and distractions. Must be able to work under very dusty and noisy conditions.
14. Good health and sufficient strength to perform a variety of manual tasks.

**RESPONSIBLE TO:** Facilities Supervisor or his designate.

**SUPERVISES:** Facilities staff engaged in Building Trades work.

**JOB GOAL:** To assist in maintaining and upgrading district facilities in a condition of operating excellence so that full use of it may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. To provide leadership to the building trades crew enabling them to effectively carry-out their assigned work and perform to the best of their potential
2. Assumes primary responsibility for the repair, maintenance, renovation and alteration of buildings including carpentry millwork , furniture and similar wood work
3. Performs skilled and non-skilled tasks related to building trade work
4. Examines district owned facilities on a regular basis for preventative maintenance. Recognizes and recommends methods to correct deficiencies and problems.
5. To coordinate and schedule work, the use of facilities and material tied to the maintenance and capital programs
6. Ensures that the use of ladders, scaffolding, man-lifts, etc. is done in a safe and efficient manner and ensures all other crew equipment and vehicles are used and maintained safely and efficiently.
7. Ensures that the work of trades and related staff is carried-out in an efficient and productive manner and resolves any work related problems as they arise. Networks with District staff as necessary.

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8. Recommends training for both skilled and non-skilled staff to increase the skill levels, removing obstacles to better performance and work. To actively improve the performance of the trades crew by giving specific performance feedback
9. Estimates building repair, maintenance and upgrade projects in terms of labour and material, recommends, and purchases supplies and equipment, and maintains an inventory of equipment, hardware, materials and supplies.
10. Keeps in mind the safety of others, including school children.
11. Ensures that the district complies with applicable by-laws and and maintains records as necessary.
12. Performs other duties as required.

**TERMS OF EMPLOYMENT: Twelve months a year.**

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EVALUATION

DATE: December 15, 2016

JOB TITLE: Leadhand Building Trades

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	9	135	Six years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	3	30	Almost continuous periods of short duration; <b>OR</b> Frequent periods of intermediate duration; <b>OR</b> Occasional periods of long duration.
5. Physical Effort	4	24	Medium activity of long duration; <b>OR</b> Heavy activity of intermediate duration.
6. Dexterity	3	18	Employee is required to perform tasks that demand the accurate coordination of coarse movements, where speed may be a consideration. There is requirement for some fine movements.
7. Accountability	4	40	Actions could result in serious loss of time or resources; <b>OR</b> cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	4	40	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; <b>OR</b> Major conditions of frequent exposure.
TOTAL POINTS		451	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

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Date Signed: \_\_\_\_\_