

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility General Trades Technician (W51)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 8
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
ADA Review: <u>[Signature]</u>	Date: <u>7-2-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>7/7/15</u>
Original date: <u>08/00</u> Revised: <u>01/05</u> Revised: <u>04/10</u> Revised: <u>07/15</u>	

**GENERAL FUNCTION**

Under the direction of the Director of Facility Services, facility project coordinator and facility general trades technician senior, the **Facility General Trades Technician** performs a variety of technically skilled work in the fabrication, maintenance and repair of one or more following areas in and around District facilities (e.g., flooring, glazing, recreation and physical fitness equipment, masonry, roofing and/or welding responsibilities).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Perform daily work assignments. Work assignments include any/all aspects of new installation, building and equipment repair and remodeling. While incumbent may specialize in one or more area, incumbent may be expected to cross-train, become proficient and assist in each of the following areas:
  - **Athletic Equipment/Facilities**- Includes equipment on playgrounds, athletic fields, gyms, weight rooms, lockers, restroom partitions, bleachers, screens, backboards, stage equipment, divider curtains, movie screens, motors, furniture, flag poles, etc.
  - **Flooring/Masonry Systems** - Includes carpet, floor covering, tile, linoleum, vinyl, VTC, treads, risers, brick, plaster, concrete, cinder block, stone, plaster, mortar, etc.
  - **Glazing and Window Coverings** - Includes mirrors, windows, window treatment coverings, architectural metal, plastic, doors, skylights, partitions, display cases, shelves, desktops, fire extinguisher boxes, cafeteria sneeze guards, parking lot lenses, glass tinting, etc.
  - **Roofing Systems** – Includes shingles, asphalt, wood, urethane, polycap, BUR gravel, modified Bitumen, single ply, PVC, rubber, insulation, expansions, etc.
  - **Welding/Fabricating** – Includes welding multiple metal types and material using appropriate welding techniques.
- Match colors, styles, textures and/or patterns when repairing or replacing material.
- Locate and order parts and materials used to complete work assignments.
- Complete assignments in a cost efficient and timely manner.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Will be called to respond to routine and emergency duties as required.
- Provides support service to other facility areas, as needed.
- On call duties as assigned. Shift work may be required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires four years of work experience with demonstrated competence in any/all phases of the trades. Formal apprenticeship or trade-specific educational experience may be included.
- Completion of a formal trade-specific program is preferred.
- Must demonstrate competence in reading, writing, math and basic computer skills.
- Requires skills and working knowledge to work independently at the technician level with ability to assess, prioritize and resolve problems.
- Requires a basic knowledge of State/Local building codes related to trade.
- Requires strong interpersonal skills. Interacts with school staff, custodians and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Trade specific certifications preferred (e.g., Certified Playground Safety Inspector, Asbestos, welding, etc.)
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Ladders, lifts, tools and equipment used to diagnose, repair, construct, and perform trade related work.

**Physical Requirements – Not limited to the following:**

- Frequent standing, walking and gripping. Occasional climbing ladders, awkward working positions and reaches, overhead work, sustained bending, squatting, kneeling, pinching, fine motor dexterity and balancing at heights and on uneven surfaces.
- Occasional floor to waist lifting 100+ pounds, push/pull up to 92 pounds, waist to shoulder lifting up to 83 pounds, shoulder to overhead lifting up to 83 pounds, awkward lifting up to 49 pounds and team lifting up to 300 pounds, carrying up to 83 pounds, repetitive lifting 63+ pounds and single arm carry up to 43 pounds.
- Constant hearing and occasional near visual acuity and depth perception.
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.