



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Trade Lead |
| Payroll/Personnel Type: | 12 Month |
| Job #: | 6633 |
| Reports to: | Maintenance Manager |
| Shift Length: | 8 Hours a Day |
| Union Eligibility: | Not Eligible |

Position Summary:

Directs and coordinates activities of workers engaged in repair, maintenance, and installation of machines, tools, and equipment, and in the maintenance of SLPS buildings, grounds, and utility systems by performing the following duties personally or through subordinates.

Essential Functions:

- Schedules repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations
- Review job orders to determine work priorities
- Directs maintenance activities on utility systems to provide a continuous supply of heat, steam, electric power, gas, or air required for operations
- Open and close work orders using the work order system and run and analyze reports
- Work “On-Call” duties as required to include weekends
- Develop a preventive maintenance program in conjunction with maintenance staff
- Review production, quality control, and maintenance reports and statistics to plan and modify maintenance activities
- Inspects operating machines and equipment for conformance with operational standards
- Plans, develops and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials
- Requisitions tools, equipment, and supplies required for operations
- Directs training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedures
- Confers with management, engineering, and quality control personnel to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment
- Confers with workers to resolve grievances
- Prepares department budget and monitors expenditure of funds in the budget
- The supervisor may assign other duties as appropriate to the position

Knowledge, Skills, and Abilities:

- Cost Consciousness - Works within the approved budget
- Develops and implements cost saving measures; Contributes to profits and revenue
- Conserves organizational resources
- Dependability - Follows instructions, and responds to management direction
- Takes responsibility for own actions; Keeps commitments
- Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies the appropriate person with an alternate plan
- Initiative - Volunteers readily
- Undertakes self-development activities; Seeks increased responsibilities



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- Takes independent actions and calculated risks
- Looks for and takes advantage of opportunities
- Asks for and offers help when needed
- Judgment - Displays willingness to make decisions
- Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process
- Makes timely decisions
- Organizational Support - Follows policies and procedures
- Completes administrative tasks correctly and on time
- Supports organization's goals and values; Benefits organization through outside activities
- Supports affirmative action and respects diversity
- Planning/Organizing - Prioritizes and plans work activities
- Uses time efficiently
- Plans for additional resources
- Sets goals and objectives
- Organizes or schedules other people and their tasks
- Develop realistic action plans
- Problem Solving - Identifies and resolves problems promptly
- Gathers and analyzes information skillfully
- Develop alternative solutions
- Works well in group problem-solving situations
- Uses reason even when dealing with emotional topics
- Professionalism - Approaches others in a tactful manner
- Reacts well under pressure
- Treats others with respect and consideration regardless of their status or position
- Accepts responsibility for own actions
- Follows through on commitments
- Project Management - Develops project plans
- Coordinates projects
- Communicates changes and progress
- Completes projects on time and budget
- Manages project team activities
- Quality - Demonstrates accuracy and thoroughness
- Look for ways to improve and promote quality
- Applies feedback to improve performance
- Monitors own work to ensure quality

Experience:

- Minimum of three years job related experience
- Five or more years of multi-site facility management experience
- Multi-site or K-12 facility management experience (highly preferred)

Education:

- High School or Equivalent (required) to a general or technical school



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- Associate or Technical Degree (preferred)

Physical Requirements:

- Walking, sitting, climbing, reaching, talking
- Clarity of vision at 20 feet or more and 20 inches or less with the ability to judge distance and space relationships and see to the right or left when fixed on a point
- Medium work – exert up to 10 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects including the human body
- Must be physically able to operate a motor vehicle and have a valid driver’s license

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk
- Exposed to odor, noise, dust, chemicals and/or other elements
- May be exposed to extreme outdoor temperature

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

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|-------------------------------|---------------|---------------|
| _____ Employee | _____ Date | _____ Date |
| _____ Immediate Supervisor | | |
| _____ Human Resources | _____ Date | |

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.