

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Buildings & Grounds Trades Coordinator

**Unit:** Maintenance & Operations

**Page:** 1 of 3  
**Job Code:** E1282  
**Original Date:** 11/2005  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 33

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### DEFINITION

Under the direction of the District Facilities Supervisor/Buildings and Grounds, or assigned supervisor, coordinate, lead, and direct journey trades persons and maintenance personnel and perform a wide variety of semi-skilled and skilled journey level trades work in the construction, alteration, and repair of buildings and related facilities requiring one or more skilled trades.

### EXAMPLE OF DUTIES

1. Lead and coordinate journey level trades persons and semi-skilled employees to construct, install, maintain, and repair a variety of buildings and grounds construction and maintenance jobs. Assign work orders and provide work direction and instruction to maintenance tradespersons, locksmiths, building maintenance workers, and assistants on repair jobs.
2. Construct, repair, and maintain frame buildings and structures. Erect, install, repair, and maintain partition walls and wallboards, window and doorframes, sashes, doors, screens, roofing structures, building frames, and stairways.
3. Prioritize, plan, and estimate time and materials needed; schedule jobs through completion.
4. Perform master-level carpentry work. Design, construct, remodel, and repair cabinets, countertops, shelving, decks, and other building projects and remodels.
5. Build and set forms, survey, demo and removal, and grade for concrete construction. Perform concrete pouring and finishing.
6. Repair and replace roof systems using various technologies and products.
7. Inspect work performed by maintenance tradespersons and assistants.
8. Operate a district maintenance vehicle. Operate and maintain various construction equipment, including lifts, loaders, and mill equipment.
9. Perform surveys on buildings and grounds to determine or verify needed alterations and repairs or replacement of components.
10. Prepare and maintain records and reports.
11. Requisition tools, materials, and equipment; assure and maintain proper inventory of supplies and equipment.
12. Meet with faculty and staff to evaluate repairs and maintenance needs. Meet with contractors to get estimates. Meet with vendors to review and purchase materials.
13. Make recommendations on projects and outsourcing.
14. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

- Basic computer and office software use.
- Hazardous material handling and related procedures and regulations.
- Maintenance and repair techniques related to carpentry, concrete, plumbing, painting and drywall, and locksmith.
- Methods and procedures for scheduling maintenance and repair projects.
- OSHA and Cal OSHA regulations.
- Principles of leadership, training, and work direction.
- Principles of structural layouts, dimensions, and components of wood structures and fixtures.
- Record-keeping techniques.
- Required local and State building codes and regulations.
- Techniques and skills to plan, lead, and evaluate the work of others.
- Terminology used in building maintenance and construction.
- Use and purpose of hand and power tools, equipment, and instruments used in construction and repair.
- Work place safety, safety inspections, storage, maintenance and use of protective gear, and monitoring for safety hazards.

**Skills and Abilities:**

- Analyze and interpret building code, construction design plans, specifications, and working plans used in construction.
- Analyze situations accurately and adopt an effective course of action.
- Climb ladders and work on scaffolds.
- Communicate effectively in English both orally and in writing.
- Ensure conformance with applicable building codes.
- Ensure compliance with shop and occupational safety practices, OSHA Hazard Communication standards, and EPA requirements.
- Establish and maintain effective working relationships with others.
- Inspect and evaluate projects according to specifications.
- Instruct proper building methods and procedures.
- Lift up to 75 pounds.
- Maintain records and prepare reports.
- Make arithmetic calculations.
- Meet timelines and schedule activities.
- Read and interpret blueprints, working drawings, and plans.
- Use hand and power tools, equipment, and instruments.
- Use initiative to solve difficult and complex problems.
- Work independently with minimum supervision.

**Training and Experience:**

- Any combination of training and experience equivalent to: seven years in the trades, including leadership or foreman experience and three years of journey level experience.

**License:**

- Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category I, lift up to 75 lbs.

Environment:

May include less desirable extremes.

Work Day:

Persons in this class may be required to accommodate a flexible work schedule including night work, callback, and weekends as necessary.