

## COUNTY OF SOLANO

### BUILDING TRADES MECHANIC (LEAD)

Est. 03/95

#### DEFINITION

Under direction, performs and leads the work of others performing a variety of building construction, maintenance, and repair tasks requiring journey level skills in the building trades; performs related work as required.

#### DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work of Building Trades Mechanics who perform construction, repair and maintenance of County buildings and building support equipment. Assignments cover the full spectrum of the building trades (e.g., carpentry, plumbing, electrical, masonry, locksmithing, painting, welding and window glazier) and perform the full spectrum of rough to finish work. This class is distinguished from Facilities Operations Supervisor in that the latter has the full scope of supervisory responsibility.

#### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans and monitors the construction, repair and installation of equipment and materials in County buildings assigned to the Facilities Operations Division of the General Services Department.
2. Coordinates, plans, assigns, and monitors the work activities of assigned employees; confers with supervisor to establish needs and priorities.
3. Keeps records of disbursement inventories and maintains adequate stock of supplies and equipment related to building construction, repair and maintenance.
4. Constructs, repairs and/or installs rough and finished cabinets, bookcases, shelving, desks, framing, stairs, concrete forms, fencing and attendant hardware; operates a variety of hand and power tools and specialized equipment including backhoe, dump truck, skiploader, and forklift when needed to perform a particular construction or repair job.
5. Constructs, repairs and/or installs flooring and ceiling counter tops, glass and insulation; pours and finishes concrete including sidewalks and equipment pads; lays blocks and ceramic tiles, performs a variety of patching on walls, floors, and ceilings using appropriate materials; installs suspended ceilings.

**EXAMPLES OF DUTIES (Continued)**

6. Troubleshoots, repairs, and installs a variety of electrical systems and equipment; inspects, repairs and installs a variety of lighting systems including incandescent, florescent, vapor and sodium lamps; installs and repairs photo cells, time clocks and electric locks; ensures that electrical systems and fixtures meet electrical code and safety requirements.
7. Installs and repairs plumbing and fixtures related to water distribution and waste disposal systems; installs fixtures such as drinking fountains and commodes; cuts, threads and fits plastic, metal and clay pipe.
8. Trains employees in various trade skills and safe work methods; reviews the work of Building Trades Mechanics and assists supervisor in performance evaluations.
9. Performs periodic inspections of County facilities to determine operating condition, safety, and deficiency; maintains, reviews and updates the prevention maintenance program.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Considerable building maintenance experience including exposure to a wide variety of building maintenance methods, procedures, techniques, and which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Two years of experience as a journey level Building Trades Mechanic involved in a wide variety of building maintenance methods, procedures, techniques.

**Knowledge/Abilities**

**Considerable knowledge of** the methods, materials, machines, equipment and tools used in the building trades and their use; building safety and building codes; shop practices; methods and procedures of the building trades and in the use of common specialty hand and power tools associated with the trades. Ability to read and interpret building plans and blueprints; estimate materials required for a specific job; follow as well as provide written direction.

**Ability to** plan, organize and monitor the work of the Building Trades Mechanics section; understand, interpret and explain regulations and policies governing building trades operations in a public service agency; make decisions and independent judgments; communicate effectively

**Knowledge/Abilities (Continued)**

both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; draw logical conclusions and make appropriate recommendations; develop goals and objectives; monitor the work of others engaged in building trades activities; secure cooperation and teamwork among professional and/or support staff; maintain accurate records and document actions taken; organize and prioritize work assignments; research regulations, procedures and/or technical reference activities; determine and evaluate levels of achievement and performance; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role.

**SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license is required.

Independent travel is required.

**SUPPLEMENTAL INFORMATION**

Incumbents must be able to perform heavy manual labor associated with building construction and maintenance tasks which may include lifting objects weighing up to 100 pounds and working with the full range of body movements involving reaching, bending, grasping and climbing.

Incumbents may work outdoors in all types of weather conditions and may also be required to work in or around hazardous and adverse conditions.

Depending on assignment, candidates for some positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.