

## EAST BAY REGIONAL PARK DISTRICT

### TRADES MANAGER

#### GENERAL FUNCTION:

Under general direction, exercises first level management responsibilities for the maintenance of the District's large buildings, structures and utilities infrastructure. Performs representational duties internally and externally with outside agencies, organizations, contractors and suppliers.

#### ESSENTIAL FUNCTIONS:

Administers the District's building, structures and utilities maintenance program, performing or directing through first line supervisors, all functions related to the assessment, prioritization, scheduling, monitoring, work standards and performance of maintenance work on the District's extensive inventory of pumps, restrooms, residences, kiosks, public buildings, office spaces, and their electrical and plumbing systems. Administers and monitors the implementation of the District's ADA Transition Plan. Manages the District's water utilities maintenance program, setting up priorities and directing future upgrades to water systems. Directly inspects and manages the maintenance of the District's inventory of residences. Determines in-house capabilities and contracts for specialized and/or major work requests. Assures that all assigned functions are performed consistent with federal, state and local laws, regulations, and/or codes. Also assures that senior management policy, programs, goals, objectives and guidelines are understood and met. Resolves internal operational problems and issues and coordinates with other District staff in resolving broader problems and issues. Exercises second level supervision over a workforce of primarily skilled trades and crafts employees and directly over a moderate number of contractors. Manages multi-functional operations through coordinated leadership assuming overall responsibility for a moderate Operating and Capital Budget. Develops, justifies and defends budget submissions.

Performs representational duties related to assigned programs with regulatory agencies, e.g., city and county building and environmental health departments; and contractors. Assures that water treatment data is collected and supplied to District managers for reports to regulatory agencies. Assures that District operational and financial interests receive maximum attention and decisions are consistent with overall District goals and objectives. Serves on internal District committees, working groups and/or ad hoc task forces, providing program expertise and contributing to the attainment of successful results. Is required to respond to maintenance emergencies District-wide at all times through a combination District Dispatch and pager system. Provides annual reports to Board of Directors on unit projects; provides updates as needed to Board and senior management.

#### MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in engineering, architecture, facilities management or a closely related field;  
and

Experience: Four years of experience in trades, maintenance and construction. At least two of the four years should be at a supervisory level.

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Substitution: A Master's Degree in engineering, architecture, facilities management or a closely related field may be accepted as an equivalent to a maximum of one and a half of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building and structures maintenance and traditional trades and crafts methods, principles, practices and techniques. Thorough knowledge of ADA building codes. Thorough knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. In addition, possession or attainment during the first year of employment of AHERA and CAL OSHA Certification in Building Inspection and Management Planning for Asbestos and Dept. of Health Services and U.S. EPA Certification in Lead Based Paint Abatement supervision and monitoring is required.

REPORTS TO: Chief, Maintenance and Skilled Trades

Employment Category: Management, Range MG03  
Adopted by Board: 09/06/1994  
Resolution #: 1994-9-231  
Revised by General Manager: 12/31/2001  
Salary Revision and Title Change Approved by Board via 2004 Budget Process  
Replaces "Maintenance Manager"  
Revision Approved by General Manager: February 26, 2004  
Salary Revision Approved by the Board via 2009 Budget Process  
Revision Approved by General Manager: 12/28/08