

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASPHALT, CONCRETE AND MASONRY SUPERVISOR

Class Code: 7410

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 58 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general directions plans, supervises, schedules, and inspects the work of asphalt and crack sealant crews and masonry crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys, plans, organizes, and directs the work of asphalt and crack sealant crews and masonry crews.
2. Prepares diagrams and sketches of work to be done.
3. Inspects sites to determine materials, labor needs and costs.
4. Supervises and inspects work in progress and approves or disapproves upon completion.
5. Researches equipment and/or material and assists with development of specifications.
6. Initiates requests for equipment, supplies, and materials; monitors inventory and maintains adequate stock levels.
7. Reviews bids for compliance with specifications and test materials.
8. Confers with outside vendors and contractors regarding contracted services.
9. Conducts walk-through inspections of contracted projects and prepares written reports.
10. Reviews, edits, and submits payroll cards, SPO's, work requests, etc., for processing.
11. Coordinates work with school activities and other trades.
12. Notifies schools/departments of work to be performed and on chemicals, materials, and equipment to be used at designated site.
13. Provides input for the evaluation of assigned staff.
14. Installs, repairs, replaces or patches asphalt sidewalks, driveways, mowing curbs and athletic runways, crack-seal and seal-coat asphalt, set forms, and prepares base courses for paving.
15. Installs, repairs or replaces concrete sidewalks, block and solid poured concrete walls, handicap ramps, grouting and setting forms.
16. Installs, repairs or replaces signs to meet standards (i.e., district, ADA, and other regulatory entities).
17. Conducts safety meetings for assigned staff.
18. Assists Facility Planning in maintaining accurate as-built drawings and records.
19. Maintains updated MSDS records.
20. Responsible for the safe handling and disposal of hazardous materials.
21. Conforms to safety standards as prescribed.
22. Performs other tasks related to the position assigned.

DISTINGUISHING CHARACTERISTICS:

Involves planning, supervising, and inspecting the work of asphalt and crack sealant crews, and masonry crews.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of practices and procedures, of concrete/asphalt and masonry trades.
2. Knowledge of building construction.
3. Knowledge of building codes and federal, state, and local ordinances.

4. Ability to develop, learn and apply operating and work procedures.
5. Ability to meet predetermined deadlines.
6. Ability to provide cost estimate information.
7. Ability to read and interpret written and/or oral instructions.
8. Ability to plan and organize work.
9. Ability to communicate oral and written instructions.
10. Ability to supervise and evaluate employees.
11. Ability to perform strenuous physical work.
12. Ability to use and maintain hand and power tools.
13. Ability to safely move and relocate heavy objects.
14. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to withstand heights and perform work safely.
18. Ability to work cooperatively with employees, students, vendors, contractors, and the public.
19. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Completion of masonry apprenticeship, **plus**,
3. Three (3) years experience as a mason; **or**,
4. Seven (7) years experience as an asphalt installer/repairer; **or**,
5. Seven (7) years experience as a journeyman mason.

Licenses and Certifications:

1. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada. Driver's license must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship masonry card, if applicable.
4. Journeyman certification as a mason, if applicable.

Preferred Qualifications:

1. One (1) year supervisory experience.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. A valid driver's license that allows an applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicles.
4. Apprenticeship card, if applicable.
5. Journeyman certification, if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - department offices, schools (classrooms, computer labs, gymnasiums, ball fields, cafeterias, theaters, parking lots, etc.).

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force 25-100 lbs. frequently, 10-20 lbs. constantly. Involves significant standing/walking/pushing/pulling/carrying.

Physical Demands: Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, pushing, pulling, balancing, and repetitive fine motor activities. Vision: frequent near and far acuity, depth perception, focal length change and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various district-issued/personal vehicles, cement mixers, trailers, Craftco 50 & 100, hand and power tools, engravers, self propelled and walk behind cement saws, hilti hammer drills, jack hammers, oxygen & acetemlyme cutting torches, forklifts, grinders, posthole diggers, wheelbarrows, generators, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.