

**California Department of Education  
Job Announcement  
Supervisor of Building Trades**

**Final Filing Date: Until Filled**

**Location: Riverside  
Area: Bldg. Trades Services  
Tenure: Permanent  
Time Base: Full Time  
Salary: \$5,096 - \$6,044 monthly**

**Please Circulate and Post**

**CSDR**

California School for the Deaf, Riverside  
Nancy Hlibok Amann, Ph.D.,  
Site Superintendent  
3044 Horace Street  
Riverside, CA 92506

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**General Duties**

Under the supervision of the Chief of Plant Operations, the Supervisor of Building trades assigns and reviews work to staff, supervises and coordinates the activities of leadspersons, or journeymen in such fields as grounds, carpentry, locks, masonry, painting, and other building and ground work; estimates labor materials needed for specific jobs; schedules and coordinates the flow of materials with the assignments of the various trade groups so that order of work and job progress are properly maintained; insures that jobs are carried out according to plans and specifications; assemblies and creates service and public works contracts; requisitions tools, materials, supplies and equipment; supervises the cleaning and maintenance of tools and equipment; as necessary, works with journeymen of the individual trades in performing grounds, construction, maintenance and repair work; keeps labor and material records; assists in preparing budget estimates for material; prepares reports.

**Minimum Qualifications**

**Either I** in California State Service:

1. Two years of experience as a building trades supervisor. Or
2. Three years of experience as a lead journeyman (II level) in one of the building trades. Or
3. Four years of experience as a journeyman in one of the building trades. **Or II Experience:** Four years of experience as a journeyman in one of the building trades, at least two years of which shall have been in a supervisory capacity over journeyman crews engaged in building construction or maintenance and the repair of large buildings such as hospitals, schools, or industrial buildings. And

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Desirable Qualifications**

Applicants must demonstrate good attendance, follow directions, have good people skills and the ability to maintain positive working relationships with all levels of staff; Knowledge of American Sign Language (ASL) or willingness to learn.

## **Conditions of Employment**

Subject to fingerprinting and criminal record clearance by the Department of Justice and Federal Bureau of Investigation and Tuberculosis clearance.

## **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and or Surplus eligibility or have list eligibility. SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified will be interviewed. This advertisement will be used for this and other vacancies that may occur during this posting and future Permanent and/or Limited Term vacancies that may occur. For information on how to obtain list eligibility, please visit the CalHR website at <http://www.jobs.ca.gov/> .

DEPARTMENT IS NOT REQUIRED TO CONTACT ALL CANDIDATES WITH LIST ELIGIBILITY; THEREFORE, CANDIDATES ARE ENCOURAGED TO SEARCH FOR VACANCIES THEY MAY BE ELIGIBLE FOR AND APPLY.

## **How to Apply**

Electronic applications submitted through your CalCareer account are highly recommended. Electronic applications must be received by 11:59 p.m. on the final filing date.

If you are unable to apply electronically through your CalCareer account, please hand deliver or mail a completed and signed STD. 678 and application package to:

California School for the Deaf, Riverside  
Attention: Deanna Ybarbo, Associate Personnel Analyst  
3044 Horace Street  
Riverside, CA 92506  
(951) 248-7700 ext. 1116 Voice

Applications must be received in the Personnel Office or postmarked by FFD: Until Filled

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