

TRADES WORKER SUPERVISOR

CODES/PAY GRADE

Class Code: 2297

EEO Code: G

Pay Grade: 122

MAJOR FUNCTION

Responsible hands on supervisory work directing a small group of journeyman trades workers and limited skilled workers in the area of repair, maintenance, remodeling or building of county offices, facilities or equipment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Lays out work plans for specific jobs. Schedules work assignments. Estimates material and time requirements. Maintains records of work progress.

Supervises and oversees work of assigned employees.

Coordinates major remodeling or rebuilding jobs with various trades units to ensure efficiency and time saving.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the standard practices, methods, tools, and materials of one particular building trade. Knowledge of the qualities and uses of various building materials. Knowledge of the occupational hazards and safety precautions of the trade.

Ability to work from sketches, plans, and blueprints. Ability to lay out jobs. Ability to supervise other journeyman workers and unskilled workers. Ability to obtain material sources and quotes. Ability to schedule and coordinate work. Ability to train unskilled workers in various trades. Ability to use tools, materials, and equipment common to the trade.

MINIMUM QUALIFICATIONS

Three (3) years of experience at the journeyman level of one of the building trades: i.e., plumbing, carpentry, electrical, air conditioning, painting, welding, etc.

(Trades Supervisor continued)

Licensure may vary depending upon division/position of assignment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Requirements vary depending on location/position of assignment.

Physical Demands: Light to medium work. Ability to see (depth perception, color, acuity), hear, stand, walk, bend, stoop, reach overhead, climb, grasp, handled.

Mental Demands: Ability to read and comprehend work orders, safety instructions, maps, blueprints, mechanical drawings, instructions, procedures, memos. Ability to perform shop math. Ability to write simple sentences relaying information, data and details to others.

Environmental Demands: Inside and outside work. May require exposure to inclement weather (heat, humidity, cold, rain), hazardous conditions, chemicals, dust, confined spaces and poor ventilation.

Revised 10/94