

Classification Title: Trades Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides planning, supervision and specialized maintenance of facilities, building systems, grounds and horticulture, signage hard surfaces, security operations, key and hardware programs, open space construction, and housekeeping. Schedules and implements programs and ensures contract compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Plans and organizes work or requests for services which could include building renovation projects, building system projects, landscaping or horticulture projects, signage requests or security audits, key and hardware control, hard surfaces or open space construction. Inventories supplies and monitors equipment operations and usage. Determines equipment and supplies to be used in fabrication or repair.
2	L	Coordinates work orders, and supervises work projects and planning. Inspects sites for compliance and completion. Conducts system audits, prepares reports and manages programs.
3	L	Evaluates processes and programs and recommends procedures. Implements as requested.
4	H	Schedules and implements repairs and supervises contractors.
5	V	Responds to emergency and natural disasters and provides first response for clean up and debris removal. Removes ice and snow from roadways, removes fallen limbs and trees and applies sand and other chemicals.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree or equivalent.

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Experience	Four years of experience in a related field.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Additional licensing dependent on specialty.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand and power tools, calculator, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
X Outdoors (see 1 below)	Other (see 2 below)

(1) Indoor and outdoor facilities, crawlspaces.

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes and vest, eye and hearing protection, dust mask, gloves