

Classification Title: Trades Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Manages the planning and coordination of a work unit related to: facility repair and maintenance in General, Electrical, Plumbing, and HVAC trades; vehicle maintenance and repair of emergency response, trucks and general transportation vehicles; construction, maintenance and repair of landscapes, hard surfaces, sign/graphics and open space; facility services such as janitorial, security operations, support services including mail, reprographics, recycling, moves, warehousing. All services managed by direct supervision, project or service contract administration.

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	M	Supervises the work of skilled trades staff. Receives work orders, reviews and prioritizes work to be done, assigns staff and monitors progress. Coordinates routine and preventive maintenance programs.
2	S	Reviews and researches requests for equipment and services. Recommends equipment and services and provides documentation regarding costs, budgets and continued maintenance.
3	M	Surveys and inspects facilities and equipment for repair, preventive maintenance, and planned changes. Works with contractors, departments and outside vendors to ensure quality control and proper invoicing and payment.
4	S	Manages program budgets and approves expenditures. Tracks labor and material costs. Manages projects and services contracts.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree or equivalent.
Experience	Five years of experience in trades or construction.
Equivalent Education & Experience Accepted?	Yes
Certification and Other	A valid driver's license and a “safe” driving record required. Specific

Requirements	positions may require licensing or certification.
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CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
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	Medium	X	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 and specialized applications, printers and related software

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

(1) N/A

(2) Indoor and outdoor facilities, crawlspaces.

PROTECTIVE EQUIPMENT REQUIRED:

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