



CLASS SPECIFICATION FOR:

**Tradesman III**

**General Statement of Duties:**

Serves as a working crew leader; proficiently performs all duties as assigned in three of the recognized trades such as plumbing, electrical, HVAC, carpentry, etc.; makes repairs and performs preventative maintenance on all of the Division of Recreation and Parks' infrastructure including buildings, parks, trails, signage, systems, permanent and mobile structures, and equipment, both on land and water, as assigned; assists with special projects as assigned; does related work as required.

**Distinguishing Features of Class:**

Employee serves as a working crew leader for assigned staff; assists with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals. Additional duties include using a wide variety of hand tools and power tools to make repairs and perform maintenance on a wide variety of the Division of Recreation and Parks' infrastructure including buildings, parks, trails, signage, systems, permanent and mobile structures, and equipment, both on land and water, as assigned; proficiently performs duties in at least three of the recognized trades such as plumbing, electrical, HVAC, carpentry, etc.; maintains tools in safe working condition; and creates and maintains accurate records. Proficiently performs all duties assigned to the Tradesman I and II levels. Employee appropriately handles concerns elevated by disgruntled customers/citizens. Work is performed independently and as part of a team at various assigned locations Countywide with minimal supervision. Employee is also responsible for the safe operation of County equipment and vehicles.

**Examples of Assigned Duties** *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Serves as a working crew leader assisting with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals;
- Proficiently performs all duties as assigned in three of the recognized trades;
- Maintains up-to-date working knowledge of current industry standards and best practices in three trades;
- Responsible for creating, entering, maintaining and completing work orders in the current work order system;
- Cross trains to develop basic proficiency in at least one additional skilled trade
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Cross trains to operate the sign machine;
- May serve as supervisor during his/her absence;
- Performs on-call duties as assigned;
- Maintains forklift trainer certification, provides forklift training to Recreation Staff and ensures staff certifications are maintained;
- Maintains a Class A CDL driver's license with the endorsements necessary to operate equipment;
- May be required to obtain and maintain forklift
- Keeps, maintains and prepares accurate records of all duties and provides records to supervisor in timely manner, may assist with the preparation of reports;
- Completes work orders at site and in the current work order system accurately, timely and cost effectively, may create and maintain work order records for self and others, refers unusual situations referred to supervisor;
- Reports incidents to supervisor immediately or with minimal time delay in unusual circumstances and assists with documenting incident;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Assists with stage and site setup;
- Participates in forklift training and safety classes and safely operates forklift;
- Trains and shares information and technical knowledge with all other tradesmen and Parks Services Division staff appropriately, includes training and directing temporary and seasonal staff;
- Participates in all scheduled meetings and trainings;



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- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Reports incidents at assigned sites to supervisor;
- Performs other duties as assigned.

#### Required Knowledge, Skills and Abilities:

Considerable working knowledge of a wide variety of hand and power tools; proficient working knowledge of at least three recognized trades such as plumbing, electrical, HVAC, carpentry, etc.; considerable working knowledge of the basic trades such as plumbing, electrical, HVAC, carpentry, etc.; ability to work from plans and specifications and to follow rough sketches and oral instructions; considerable knowledge of building systems; ability to estimate time and materials needed; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain a good working relationship with County employees and public; basic supervisory skills including good training skills and the ability to effectively manage workloads, direct the activities of assigned staff efficiently, and to foster and maintain high morale and engagement; ability to establish and maintain a good working relationship with County employees and public; strong computer skills with ability to use computer; requires the ability to read, interpret and adhere to complex instructions; requires the ability to create and maintain records; physical condition that will permit heavy lifting, loading, unloading, pushing, reaching, stooping, climbing ladders and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to work independently and with a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned equipment and vehicles. May require the ability to work a flexible schedule.

#### Minimum Education and Experience:

Education: Graduation from high school/GED or trade school; preferably with coursework in one or more of the trades such as plumbing, electrical, HVAC, carpentry, etc.;

Experience: Four (4) or more years of relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- Class A CDL license with necessary endorsements to operate equipment.