



CLASS SPECIFICATION FOR:

Tradesman IV

General Statement of Duties:

Serves as a working first line supervisor; coordinates the activities of assigned staff in a timely and cost effective manner to ensure the ongoing care and basic maintenance of County-owned properties, including a wide array of structures, grounds and fields, under the purview of the Division of Recreation and Parks, for use by the public and for special events and other activities; ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures; does related work as required.

Distinguishing Features of Class:

An employee in this job classification serves as first line supervisor for assigned staff responsible for day-to-day supervisory duties such as responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc. 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 at the journeyman level proficiently in at least three trades with sound working knowledge of and basic proficiency in remaining trades; and creates and maintains accurate records. Proficiently performs all duties assigned to the Tradesman I, II and III levels. Employee appropriately handles concerns elevated by disgruntled customers/citizens. Requires strong computer skills to create and complete a variety of online tasks and to create and maintain a variety of records. Work is performed independently at various assigned locations Countywide with minimal supervision. Employee is 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):*

- Responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc;
- Serves as a working supervisor as needed to ensure quality condition of all Recreation and Parks properties' readiness for use;
- Coordinates the activities of assigned staff in a timely and cost effective manner to ensure the ongoing safe condition, cleanliness, care and basic maintenance, and readiness for use of County-owned properties, including a wide array of structures, grounds and fields, under the purview of the Division of Recreation and Parks', for use by the public and for special events and other activities;
- Performs assigned duties with journeyman level proficiency in at least three trades with sound working knowledge of and basic proficiency in remaining trades;
- Completes work orders at site and in the current work order system accurately, timely and cost effectively, creates and maintains work order records for self and others, includes preparing related reports as assigned;
- Ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures;
- Reports incidents to supervisor immediately or with minimal time delay in unusual circumstances and prepares necessary documentation of incident;
- Assists supervisor with cost and budget projections as requested;
- Maintains forklift trainer certification, provides forklift training to Division of Recreation and Parks' staff and ensures staff certifications are maintained;
- Maintains a Class A CDL license with necessary endorsements to operate equipment;
- Performs on-call duties as assigned;
- 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;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- May serve as supervisor during his/her absence;
- 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 other 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; good supervisory skills including strong training skills and the ability to effectively manage workloads, manage competing priorities, 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 and various systems related to assigned duties; basic financial skills with the ability to track costs, manage within an approved budget and assist as needed with budget preparation; 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: Five (5) or more years of relevant work experience including experience in a lead worker or supervisory capacity;

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.

- Requires a valid driver's license.
- Requires a Class A CDL license with necessary endorsements to operate equipment.