

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 3:41:08 PM
Official Title:	Trades Specialist I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	753380
Job Family:	Physical Plant

JOB SUMMARY

The Trades Specialist I position provides a variety of skilled and semiskilled work in the maintenance, alteration, and repair of institutional facilities.

NATURE OF WORK

This position functions as the first of two levels of non-lead Trade Specialist responsible for performing journey-level construction, repair, and maintenance duties related to carpentry, electrical, plumbing, HVAC, lamping, painting, masonry, or other trades as needed. The Trade Specialist I usually specializes in one of the above areas as opposed to being a generalist trades worker. Job responsibilities require the ability to work both independently and cooperatively as a team. Work is performed under immediate supervision, working within guidelines or traditional practice. The Trades Specialist I exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstance. Problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. Decisions are infrequent and errors could result in minor inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Performs a variety of tasks that require the ability to inspect, repair, fabricate, install, service, and maintain building facilities and building equipment.
 - Performs scheduled preventative maintenance of roofs, motors, exit/emergency lights, basketball hoops, generators, batteries, smoke detectors, and service vehicle.
 - Performs a variety of carpentry duties, including but not limited to, new construction, remodel, fabrication and repairs/replacement of doors, walls, signs, desks, counters, shelves, and tables.
 - Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, chemical paint removal, sandblasting, sanding, brush painting, roller painting, and power spray painting.
 - Performs a variety of interior masonry duties including installation of ceramic tile, grout, and patch repairs.
 - Performs new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles, and cove base.
 - Performs a variety of minor plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, and snaking drain lines.
 - Delivers materials, equipment, and supplies to institutional facilities.
 - Operates a variety of hand and power tools.
 - Operates a variety of vehicles, including cube vans, vans with lift gates, and small dump truck.
 - Requisitions material supplies, equipment, and assistance.
 - Prepares daily reports on work completed and materials used.
 - Responds to emergency calls to troubleshoot and make building repairs.
 - Performs other related duties as assigned.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Valid driver's license issued by the State of West Virginia		X		