

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 3:40:56 PM
Official Title:	Trades Specialist II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	753484
Job Family:	Physical Plant

### JOB SUMMARY

The Trades Specialist II 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 highest 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 II 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. This position differs from lower-level Trades Specialists in the Trades Specialist II is typically assigned to an afternoon or night shift where there is no Lead on duty, giving the incumbent more freedom of action and a greater level of responsibility to exercise sound independent judgement and decision-making. Work is performed under limited supervision, through use of specialized tools, job experience, and established standards. The Trades Specialist II 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 limited to the application of standardized or accepted practices and errors could result in some costs and 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		