

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 3:41:24 PM
Official Title:	Trades Specialist Lead I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	653211
Job Family:	Physical Plant

### JOB SUMMARY

The Trades Specialist Lead I serves as a team leader in providing 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 Trade Specialist Lead responsible for providing necessary maintenance as well as for functioning as a team leader to provide guidance to lower-level Trade Specialists and Maintenance Workers in performing advanced carpentry, masonry, welding, electrical, plumbing work, or other trades work. The Trade Specialist Lead I usually specializes in one of the above areas as opposed to being a generalist trades worker. Additional responsibilities include involvement in the record keeping of various maintenance projects as well as reporting to higher-level management with the outcomes of projects that have been assigned. Job responsibilities require the ability to work both independently and cooperatively as a working member of a team. Work is performed under general direction, working from established policies and procedures. While the supervisor sets the overall goals, the Trades Specialist Lead I and the supervisor work together to establish objectives, deadlines, and projects. Problems faced in this position are varied, requiring analysis or interpretation of the situation, and are solved using knowledge and skills, general precedents, and practices. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled workers assigned to a multi-trade work team.

Performs journey level work in the assigned trade; troubleshoots problems and performs maintenance and repairs.

Supervises and trains assigned personnel; assigns specific tasks and evaluates results.

Participates in performance evaluations and recommends areas for individual training and development.

Inspects completed job assignments for adherence to trade standards.

Prepares estimates of time, labor and materials; prepares bills of materials. Ensures that assigned projects adhere to time and cost estimates. Monitors work on site and notifies supervisor of problems, scheduling or deadline issues.

Prepares requisitions and obtains materials needed to complete assigned projects. Ensures cost effective use of materials allocated.

Prepares a variety of special and recurring reports reflecting daily operations and project status.

Operates standard equipment including power and hand tools.

Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.

Performs other job related duties as assigned.

#### Additional Responsibilities

May assist higher-level supervisors in administrative tasks such as scheduling, occupational safety, security, and other workplace standards

*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		
Additional requirements may include holding a state or federal certification in an appropriate area, such as asbestos abatement, pesticide application, CDL, etc.		X		