

TRADES CREW CHIEF

NATURE OF WORK

This is responsible work coordinating, assigning and reviewing the work of skilled and semiskilled workers engaged in the maintenance, repair, alteration and construction of County buildings, facilities and other structures.

An employee in a position allocated to this class participates in work assignments and makes job assignments to a small crew of trades workers and helpers. Work involves inspecting job progress daily and requisitioning materials and supplies needed to complete jobs. The work includes directing subordinates involved in making difficult technical adjustments and repairs to mechanical, electrical, plumbing, air conditioning and refrigeration equipment and structural components. The work may also include set-up, layout and design of on-site construction and estimating materials, supplies and staff hours. This work is performed with little or no supervision under the direction of an administrative superior and is reviewed upon completion for conformance with job specifications and applicable codes.

EXAMPLES OF WORK

Directs trade workers in carpentry, plumbing, electrical, air conditioning, masonry, painting, mechanical and/or welding activities.

Establishes standards for workers, performance and materials.

Oversees multi-trade projects in maintenance and construction.

Inspects and adjusts air conditioning equipment.

Inspects and adjusts bridge mechanisms.

Replaces or rebuilds pumps, valves and control units.

Operates machine tools and welding equipment for fabrication and repair work.

Estimates and acquires materials and supplies; ensures deliveries are made to the job at the proper time.

Maintains records and prepares reports on jobs, vendors, equipment and preventive maintenance.

Inspects work in progress and upon completion for adherence to existing fire, safety and building codes, as well as quantities used, quality of work and timeliness of completion.

Estimates labor, materials and cost for work accomplishment.

Reviews plans and specifications for repair, alteration and construction of projects; provides comments relative to operation, maintenance and repair.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the practices, procedures, methods, tools, equipment and materials of the trades as appropriate to job duties.

Considerable knowledge of the operation, maintenance and repair of industrial machinery, equipment and systems.

Knowledge of the County's computerized financial systems and computerized maintenance management system as appropriate to job duties.

Knowledge of preventative maintenance techniques for industrial machinery and equipment.

Knowledge of basic gear design and operation.

TRADES CREW CHIEF - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Skill in using hand and power tools of the trades.

Ability to rig and work from scaffolds.

Ability to interpret and work from specifications, sketches, drawings and blueprints.

Ability to understand and carry out oral and written instructions.

Ability to assign and review the work of skilled and semiskilled workers in various trades.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; seven (7) years of experience in one or more of the construction trades including three (3) months experience directing the work of others; or seven (7) years of experience in bridge or industrial machinery and equipment repair including welding and three (3) months experience directing the work of others; or any equivalent combination of related training and experience.

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