ASHEVILLE, NORTH CAROLINA

Classification Specification

Tradesworker, Master
Job Code:
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide lead guidance, direction, and training to assigned staff performing technical trades work in the maintenance, repair, and construction of City-owned buildings, facilities, and parks, and to perform complex maintenance, repair, and construction tasks.

Distinguishing Characteristics:

This is the third level in the Trades Worker series. This classification is distinguished from lower levels in this job family by increasing degrees of scope, independence, responsibility, decision-making, as well as having a minimum of five to seven years of experience in trades work, performing and overseeing more complex repairs, installations and maintenance tasks, and providing lead guidance, direction, and training to assigned staff, and must have valid licensure as a general contractor, electrician, plumber, or locksmith in the State of North Carolina.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned co-workers(which may include trades workers and senior trades workers): confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and

employee performance evaluations.

Performs complex technical trades work in the maintenance, repair and/or construction of City buildings, facilities, and/or parks and related mechanical, plumbing, electrical, and other equipment: performs preventative maintenance, emergency repairs, and planned projects, as assigned; ensures environmentally safe working and business conditions in buildings and facilities; and adheres to prescribed safety standards and regulatory requirements.

Ensures that operation, construction, and maintenance of buildings, equipment, and systems are in compliance with applicable laws, codes, regulations, and standards: conducts maintenance inspections of buildings, equipment, grounds, and facilities to identify potential problems, unsafe conditions, and needed repairs; and initiates any actions necessary to correct deviations or violations.

Determines materials needed to complete projects: may design and draw project plans for work to be completed; reads blueprints or other design drawings to determine work to be performed; provides cost projections as requested; gathers equipment, tools, parts, and supplies; loads and transports equipment, tools, parts, and supplies to work site; monitors inventory levels; and orders new or replacement materials equipment as required.

Performs building maintenance and repair tasks: removes or installs flooring and ceiling tiles; removes or installs fixtures and appliances; paints interior and exterior surfaces; removes or installs carpet; maintains and repairs roofing and roof components; cleans and replaces gutters; repairs and installs windows; and performs general and finish concrete work, plaster applications and installation/replacement of sheetrock.

Performs carpentry tasks: performs rough and finish carpentry and woodworking to construct and repair cabinets, workstations, ramps, benches, and decks; installs and repairs countertops, doors, windows, baseboards, and moldings; maintains, repairs, and replaces interior and exterior door locks, closers, frames, and hinges; may perform custom woodwork.

Performs various electrical tasks: expedites emergency repairs in cases of lightning damage and loss of utility power troubleshoots electrical problems; identifies and repairs electrical malfunctions installs and replaces electrical wiring, receptacles, and switches; establishes electrical connections; installs, repairs, and replaces electrical conductors, protective overcurrent devices, motors, switches and disconnect switches, lighting systems, appliances, and general equipment; has a basic working knowledge of electric power generation equipment and services the electrical connections required for backup power supply; repairs electrical components; trips or replaces breaker; and replaces light bulbs, ballasts, light poles, parking lot lighting, etc.

Performs various plumbing tasks: troubleshoots plumbing problems; installs, repairs, and replaces pump-mechanical equipment and plumbing systems and fixtures; troubleshoots leaks, clogs and other plumbing issues; identifies problems and determine solutions; troubleshoots and repairs mechanical issues associated with boilers and associated plumbing; clears and unblocks water lines and drains; repairs toilets, sinks, faucets, drinking fountains, etc.; repairs piping, hose, fittings, adapters, couplings, broken valves, etc.; repairs plumbing leaks on faucets, drains, pumps, hot water tanks, water lines, piping and valves; and repairs piping, hose, fittings, adapters, couplings, broken valves, etc.; and repairs or replaces other plumbing parts and equipment.

Performs maintenance and repairs to heating, air-conditioning, and ventilation (HVAC) systems: performs preventative maintenance systems and equipment; obtains electrical readings to determine condition of motors, controls, and compressors; replaces air filters; cleans condenser and evaporator coils; obtains refrigerant pressures and temperatures; determines correct refrigerant charge; inspects connections for tightness and safety; diagnoses and corrects airflow issues; determines cause of over/under cooling or heating in sections of buildings; adjusts air dampers and repairs related controls; adjusts air volume to limit noise levels; and adjusts airflow to correct building pressurization issues.

Performs other maintenance and repair tasks: removes graffiti from buildings, sidewalks, and equipment; clears

sidewalks and parking lots of snow and debris; cleans shop and work areas; installs, repairs, and maintains playground and other equipment; installs fencing, etc.

Operates and maintains a variety of equipment, tools, and supplies to complete essential functions, such as motor vehicles various drills, sanders, wrenches, saws, power washers, sand blasters, painting tools and equipment, volt meters and other electrical repair equipment, augers, and other power and hand tools: cleans, stores, and maintains assigned equipment, tools, and supplies; and notifies supervisor of needed repairs or replacements.

Communicates with supervisor, subordinates, other City employees, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, blue prints, diagrams, work tickets, cost projections, purchase requisitions, timesheets, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Construction, Facilities Maintenance, or a related field required; supplemented by five years of experience in construction, maintenance, and repair of buildings, electrical, plumbing, and HVAC systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license; must have valid licensure as a general contractor, electrician, plumber, or locksmith in the State of North Carolina.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.