ASHEVILLE, NORTH CAROLINA

Classification Specification

Tradesworker
Job Code: 9940
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform technical trades work in the maintenance, repair, and construction of City-owned buildings, facilities, and parks, as assigned.

Distinguishing Characteristics:

This is the entry level in the Trades Worker series.

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.

Performs 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; and performs general concrete work, plaster applications and installation/replacement of sheetrock.

Performs rough carpentry: performs finish carpentry and woodworking to construct and repair cabinets, workstations, ramps, benches, and decks; and installs counter tops, doors, windows, baseboards, and moldings.

Performs various electrical tasks: troubleshoots electrical problems; installs and replaces electrical wiring, receptacles, and switches; establishes electrical connections; repairs electrical components; trips or replaces breaker; and replaces light bulbs and ballasts.

Performs various plumbing tasks: troubleshoots plumbing problems: installs, repairs, and replaces pump-mechanical equipment and plumbing systems and fixtures; clears and unblocks water lines and drains; repairs toilets, sinks, faucets, drinking fountains, etc.; solders pipes; and repairs plumbing leaks.

Performs general maintenance and repairs to heating and air-conditioning systems: installs or repairs duct systems; replaces filters; and assists with the troubleshooting of heating and air-conditioning system problems.

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, 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:

High school diploma or GED required; supplemented by two years of experience in construction, one or more building trades, or maintenance; 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.

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 determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures, and standards.

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 carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

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.