

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6290 **TITLE:** TRADES SUPERVISOR **GRADE:** S-22

DEFINITION:

Under general supervision, plans, directs, supervises, coordinates, and, as necessary, participates in the full range of trade-related construction, maintenance, renovation, repair, and inspection duties, to include carpentry, painting, masonry, glazing, plumbing, electrical and locksmith work; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Trades Supervisor is distinguished from the senior trades classes by its full supervisory role, including performance evaluations, scheduling and planning work. The Trades Supervisor plans, coordinates, supervises, and has site responsibility for work projects involving multiple trades.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Plans, directs, supervises, and coordinates the work of subordinate skilled trades workers;
Makes decisions regarding hiring, evaluation, promotion, and termination of employees;
Performs complex and journey level trade-related work, when required;
Establishes efficient and cost-effective trade-related procedures;
Develops, prioritizes and manages schedules for routine and ad hoc construction, maintenance, preventive maintenance, renovation, repair and inspection activities;
Assists with the preparation of specifications for purchase of materials, tools and equipment;
Ensures that all materials, tools, and equipment are available and in proper working order, adjusts and repairs, as necessary;
Maintains the inventory of fleet service vehicles, hand tools, power tools and test equipment assigned to the shop and group;
Inspects work, ensures quality and adherence to safety standards and compliance with all national, state, and local trades and safety codes;
Investigates work related injuries and accidents and assists in preparing injury reports;
Reviews all service requests to determine appropriate skills, materials, tools, methods, time, and personnel requirements;
Meets with customers, internal partners, and contractors to develop plans, work, time, and cost estimates;
Prepares formal and informal labor and material estimates for current and future jobs;
Responds to calls for emergencies, assigning staff and providing oversight if necessary;
Prepares, submits and maintains trade-related records, reports and correspondence;
Assists with preparation of capital and operations budgets, and prioritization of expenditures;
Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of supervisory and administrative principles, practices, and techniques;

Advanced knowledge of trade-related methods, techniques and practices and of the properties, characteristics and uses of related equipment, materials and tools;
Knowledge of national, state, and local trades and safety codes;
Knowledge of inspection requirements;
Knowledge of trade-related hazards and necessary safety precautions;
Ability to carry out a maintenance activity within established policy, plans, and requirements and to coordinate work with other shops and departments;
Ability to read and interpret work orders, diagrams, sketches, blueprints and manufacturer's manuals;
Ability to perform complex trade-related work;
Ability to instruct, motivate and train subordinates in all phases of the work and assist them with work problems;
Ability to establish and maintain effective working relationships with customers, partners, contractors, peers, subordinates, and superiors;
Ability to enforce safety and other regulations;
Ability to estimate trade-related costs and scheduling parameters;
Ability to communicate effectively, both orally and in writing;
Ability to prepare and deliver accurate reports and to keep accurate records;
Ability to use personal computers and software programs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education, PLUS completion of a 4 year apprentice-level trade-related vocational training program OR 4 years of qualifying trade related experience; PLUS three years journey-level trade-related experience; PLUS one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid motor vehicle operator's license.
Possession of specialty licenses or certifications may be required for certain positions as identified to the Department of Human Resources.

ES REVISED: November 1, 2011
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