

MASTER TRADES MECHANIC II

NATURE AND VARIETY OF WORK

This is highly skilled level supervisory work in the performance of a variety of technical trade occupations. Incumbents assigned to this class are considered to be highly proficient in at least three (3) of the trades and supervise subordinate level trades personnel. Work is performed under the general supervision of an administrative superior. Work is evaluated in terms of work production, timeliness and successful completion of assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law section 16-102(59).

Serves as a specialist in at least three (3) of the trades (e.g., plumbing, electrician, H.V.A.C., etc.), using a knowledge of the relative work performed.

Makes time and material estimates for specific jobs to determine the amount of time and materials needed to complete project, using the ability to make estimates.

Maintains records of work performed and develops periodic summaries from such records, using the ability to maintain records and prepare summaries.

Reviews the workmanship of trades personnel to see if the work complies with ordinances and regulations.

Requisitions material and equipment needed to perform work, using the knowledge of the equipment and material used in the trade.

Prepares reports and maintains records of work performed, using the ability to prepare reports and maintain records.

Reads, analyzes, and interprets engineering schematics/plans/specifications to constantly determine project compliance with established codes and standards.

Operates a variety of equipment relative to the trade performed.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and techniques of at least three (3) trades.

Thorough knowledge of the tools, equipment, materials and parts of the trades.

Thorough knowledge of codes and ordinances relative to the trades.

Skill in the use of hand tools and specialized tools applicable to the trades.

Ability to interpret blueprints, specification sheets and parts and repair manuals.

Ability to detect malfunctions and correct problems or make recommendations for corrections.

Ability to maintain records and prepare routine reports.

Ability to supervise subordinate level personnel in the conduct of their work.

MINIMUM QUALIFICATIONS

Completion of a standard high school or vocational course; considerable experience working in at least three (3) trades with one (1) year of lead/supervisory experience or an equivalent combination of experience and training which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Valid driver's license.

Willingness to respond to emergency 24-hour service calls.