

The Maryland-National Capital Park and Planning Commission

TITLE: Trades Shop Supervisor I
SERIES: Trades Supervisory

GRADE: H CODE: 5510
DATE: 3/28/02
FLSA: Exempt

Class Definition

Under direction, provides daily supervision of one or more skilled trades shops (e.g., carpentry, electrical, HVACR mechanical, masonry, mechanical, painting, plumbing, welding). Responsible for directing several crews in the performance of one or more skilled trades. Responsibilities involve directing and coordinating daily work efforts to perform construction, installation, renovation, repairs, and maintenance of Commission buildings, structures, and property. Responsible for the quantity and quality of work assignments, developing safety techniques, and training of lesser skilled employees in this trade. Work is checked by Supervisor and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Supervises and plans daily shop projects. Assists in defining goals and objectives for shop programs, and developing routine policies and procedures. Confers with architects, engineers, managers, and supervisors regarding projects and assignments for shop(s). Recommends practical and technical changes. Assesses projects and delegates assignments and tasks. Obtains permits as required.
2. Prepares and reviews material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Purchases and confers with vendors to identify materials and supplies needed, obtaining bids and price quotes. Maintains crew and project schedules and reports of expenditures, materials used, time cards, tasks completed, accidents, and injuries. Maintains inventory of all materials and supplies safely and securely. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew(s).
3. Supervises staff, coordinates work efforts, and delegates assignments and tasks. Sets priorities and establishes time lines for completion of assignments. Instructs and advises crews in maintaining safe and secure work sites (e.g., identify and correct safety hazards, identify and label confined spaces). Evaluates work and counsels staff on ways to improve performance. Prepares performance evaluations, personnel forms, and documents as prescribed by regulations, and enforces Commission rules, regulations, and policies. Monitors work of contractors. Reviews and approves time cards and leave requests. Interviews and hires new staff.
4. Leads activities of skilled trades workers on difficult and complex projects. Coordinates daily activities of the shop(s), trade crews, and contractors from start to completion of projects. Inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments. Performs advanced and complex skilled work.
5. Inspects work to ensure compliance with applicable codes and practices (e.g., building, electrical, fire, plumbing, natural gas, propane gas). Recommends and implements corrective action and prepares repair estimates. Contacts manufacturer representatives when appropriate.

The Maryland-National Capital Park and Planning Commission

TITLE: Trades Shop Supervisor I

Page 2 of 2

Important Worker Characteristics:

Extensive knowledge of: (1) standard practices, and methods of various trades; (2) various code requirements (e.g., OSHA, MOSH ,fire, building, electrical, plumbing, other codes, and practices); (3) Commission policies and procedures;* (4) handling of hazardous materials; and (5) supervisory and leadership techniques.

Skill in operation of: (1) appropriate office equipment and personal computer; (2) mechanical and power equipment and tools; (3) motor vehicles; and (4) test instruments and hand tools associated with various trades.

Ability to: (1) understand and apply principles to solve problems; (2) calculate fractions, decimals, and percentages; (3) read and understand materials, manuals, blueprints, sketches, and drawings; (4) write routine reports, work orders, material requisitions, etc.; (5) distinguish different colors; (6) prepare and deliver effective presentations; (7) plan and develop assigned programs and projects; (8) acquire CPR and first aid certification; and (9) supervise skilled trades work with minimum supervision.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of approved apprentice program or four years of progressively responsible experience in a skilled trade; and
3. Four years of progressively responsible experience including at least two years leading a crew or crews of trade workers or administering trade projects (e.g. procurement of materials, work scheduling, processing staff evaluations); or
4. An equivalent combination of education and experience totaling eight years.
5. Master's License or certification (issued by appropriate local jurisdiction) in related trade as applicable.
6. Valid driver's license.
7. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions. Must be available to work during emergencies. Considerable pressure to meet deadlines. On-call 24 hours.