

The Maryland-National Capital Park and Planning Commission

TITLE: Trade Shop Supervisor II
SERIES: Trades Supervisory

GRADE: I CODE: 5511
DATE: 3/28/02
FLSA: Exempt

Class Definition

Under direction, manages all technical and administrative aspects of one or more skilled trade shops (e.g., carpentry, electrical, HVACR mechanical, masonry, mechanical, painting, plumbing, welding). Responsible for overseeing and directing the activities of one or more skilled trade shops involving 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. Performs other related duties as assigned.

Examples of Important Duties:

1. Manages and plans shop programs. Responsibilities include defining goals and objectives, developing policies and procedures, establishing standards of operation, and organizing shop facilities and programs. 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. Coordinates activities with other trades shops, contractors, and utilities (e.g. WSSC, PEPCO).
2. Prepares and manages annual budget for shop(s). Manages expenditures in accordance with approved budget. Purchases and confers with vendors to identify materials and supplies needed, obtaining bids and price quotes. Prepares, reviews, and approves material requisitions and estimates of tools, equipment, supplies, and materials required to complete projects. Maintains shop 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 for shop(s).
3. Develops and implements new programs. Conducts research involving review and analysis of trade reports and literature, meeting with vendors, and exchanging information with other organizations to identify new programs, methods, equipment and supplies useful to shop.
4. Supervises staff and coordinates work efforts. Sets priorities and establishes time lines for completion of assignments. Manages safety program for employee and work site safety. 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.
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.

Examples of Important Duties: (Cont=d)

6. Provides guidance and leadership on unusually complex and difficult projects. Leads activities of skilled trade workers on difficult and complex projects. Coordinates activities of the shop, 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.

Important Worker Characteristics:

Full 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 including 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) prepare records and reports requiring research and analysis; and (9) acquire CPR and first aid certification; and (10) 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, plus six years progressively responsible experience including at least two years experience leading a crew or crews of trade workers or administering trade projects (e.g. procurement of materials, work scheduling, processing staff evaluations), and two years supervisory/management experience; or
3. An equivalent combination of education and experience totaling ten years.
4. Master=s License or certification (issued by appropriate local jurisdiction) in related trade as applicable.
5. Valid driver's license.

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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.