

The Maryland-National Capital Park and Planning Commission

TITLE: Trades Shop Supervisor

GRADE: 22

DATE: 4/15/2019

SERIES: Trades Supervisor

CODE: 2497

EEO: Skilled Craft

FLSA: Exempt

- 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 labels 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 and vendors. Reviews and approves time in electronic timekeeping system and leave requests; interviews and hires new staff.

2. Quality Assurance/Quality Control Related ($\pm 40\%$)

- Prepares and reviews material requisitions and estimates of tools, equipment, supplies, materials and computerized scan systems 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, tasks completed, accidents, and injuries; assigns and maintains inventory of power equipment, materials, supplies, tools, safety equipment and vehicles assigned to crew(s).
- 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.
- 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.

3. Other ($\pm 15\%$)

- Schedules monthly preventative maintenance on equipment, vehicles, building and structures. May coordinate road and tow services.
- Attends training to increase knowledge, awareness and safety.
- Complies with Commission's practices regarding recycling and disposal.
- Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical ADA compliance work to remove barriers. Sets up equipment and tools safely at job sites and provides instruction on proper use and safety measures.

