TITLE: Trades Shop Supervisor GRADE: 22 DATE: 4/15/2019 SERIES: Trades Supervisor CODE: 2497 EEO: Skilled Craft FLSA: Exempt

Class Definition:

Under direction, provides daily supervision of one or more skilled trades shops (e.g., carpentry, electrical, HVACR mechanical, masonry, automotive/equipment 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, repair 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. Applies extensive knowledge of standard practices and methods of various trades, various code requirements (e.g., Occupational Safety and Health Administration (OSHA), Maryland Occupational Safety and Health (MOSH), fire, building, electrical, plumbing, other codes, and practices) and supervisory and leadership techniques. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, obtain agreement, gain compliance or achieve other desired actions. Performs other duties, as assigned.

Assignments are made in terms of functional responsibilities. The incumbent independently plans the responsibilities of work programs and ensures it is carried out in conformance with established policies and procedures and accepted customer service practices; keeps the supervisor informed; resolves problems or deviations referred by subordinates or management by selecting and applying the appropriate guideline(s); and brings challenging and highly sensitive problems to the supervisor for guidance or resolution. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties: (Estimated Percentages):

- 1. Unit/Staff Supervision ($\pm 45\%$)
 - Assists in defining goals and objectives for shop programs and developing routine
 policies and procedures; reviews work orders for proper labor codes, times,
 documentation, corrections and close out. Ensures work load is appropriate for each shop
 and adjusts as necessary; confers with architects, engineers, managers, and supervisors
 regarding projects and assignments for shop(s). Recommends practical and technical
 changes. Assesses projects and delegate assignments and tasks; obtains permits as
 required.

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• 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 (±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.

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Important Worker Characteristics:

A. Extensive knowledge of: (1) standard practices and methods of various trades; (2) various code requirements (e.g., Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire, building, electrical, plumbing, other codes, and practices); (3) Commission policies and procedures*; and (4) handling of hazardous materials.

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. 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.
- D. Ability to: (1) calculate fractions, decimals, and percentages; (2) prepare and deliver effective presentations; (3) plan and develop assigned programs and projects; and (4) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- E. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include understanding and applying principles to solve problems.
- F. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. Examples include reading and understanding materials, manuals, blueprints, sketches, and drawings; writing routine reports, work orders and material requisitions.
- G. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships, working as a member or a leader of a team and mediating disputes.

^{*}Typically acquired or fully developed primarily after employment in this job class.

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Minimum Qualifications:

1. High School diploma or Certificate of General Educational Development (GED).

- 2. Completion of approved apprentice program or four (4) years of progressively responsible experience in a skilled trade.
- 3. Four (4) years of progressively responsible experience including at least two (2) years leading a crew or crews of trade workers or administering trade projects (e.g. procurement of materials, work scheduling, processing staff evaluations).
- 4. An equivalent combination of education and experience may be substituted, which together total 8 years.
- 5. Master license or certification (issued by appropriate local jurisdiction) in related trade as applicable.
- 6. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
- 7. Pass Commission medical examination.

Working Conditions

Works in indoor (mainly) and outdoor settings. Work is mainly sedentary but requires some occasional exertion in the field. Is occasionally exposed to inclement weather and site hazards including close proximity to mechanical equipment and moving vehicles. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.