

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Trades Shop Supervisor GRADE: 28 DATE: 4/15/2019
SERIES: Trades Supervisory CODE: 2498 EEO: Skilled Craft FLSA: Exempt

Class Definition:

Under direction, manages all technical and administrative aspects of one or more skilled trades shops (e.g., carpentry, electrical, HVACR mechanical, masonry, automotive/equipment mechanical, painting, plumbing, welding). Responsible for overseeing and directing the activities of one or more skilled trades 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; manages shop programs and annual budgets. 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. Independently performs various types of analyses and solves conventional, non-standard and challenging problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, obtain agreement, gain compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. 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 (± 45%)

- Manages and plans shop programs to include defining goals and objectives, developing 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; 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.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Trades Shop Supervisor GRADE: 28 DATE: 4/15/2019
SERIES: Trades Supervisory CODE: 2498 EEO: Skilled Craft FLSA: Exempt

- Performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains or develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

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

- Prepares and manages annual budget for shop(s); manages expenditures in accordance with approved budget.
- Prepares and reviews material requisitions and estimates of tools, equipment, supplies, materials and computerized scan systems required to complete assignments. Purchase and confer 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 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; perform advanced and complex skilled work and/or comply with unique regulatory specifications; determine complex repairs for unique facilities such as historical buildings and establishes protocol to retrofit and complies with historical preservation guidelines.
- 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, buildings and structures. May coordinate road and tow services. May oversee and perform annual inspections of all sprinkler systems and fire hydrants for park system in compliance with Fire Marshall.
- Attends training to increase knowledge, awareness and safety.
- May serve in an acting capacity in the absence of the Assistant Division Chief.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Trades Shop Supervisor GRADE: 28 DATE: 4/15/2019
SERIES: Trades Supervisory CODE: 2498 EEO: Skilled Craft FLSA: Exempt

- Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

A. Full 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.

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

- B. Management/supervisory skills to effectively manage and develop staff, monitor performance, develop and evaluate performance goals, train and develop skills and abilities, provide leadership, follow Commission personnel policies and procedures and recognize and recommend personnel actions including recruitment, selection, promotion, transfer and discipline.
- C. 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.
- D. Ability to: (1) calculate fractions, decimals, and percentages; (2) write routine reports, work orders, material requisitions, etc.; (3) prepare and deliver effective presentations; (4) plan and develop assigned programs and projects; (5) prepare records and reports requiring research and analysis; and (6) 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 in writing so that others will understand and, at times, be convinced or persuaded. Examples include reading and understanding materials, manuals, blueprints, sketches, and drawings.
- 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.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Trades Shop Supervisor GRADE: 28 DATE: 4/15/2019
SERIES: Trades Supervisory CODE: 2498 EEO: Skilled Craft FLSA: Exempt

Minimum Qualifications:

1. High School diploma or Certificate of General Educational Development (GED).
2. Completion of approved apprentice program or four years of progressively responsible experience in a skilled trade.
3. Six (6) years of progressively responsible experience including at least two (2) 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 (2) years of supervisory/management experience.
4. An equivalent combination of education and experience may be substituted, which together total 10 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.