

CHIEF OF TRADES - FACILITIES

MAJOR FUNCTION

This position involves very frequent physical labor in highly skilled and complex repairs, maintenance, remodeling, and new construction for County buildings and facilities.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Work involves wood working, measuring, cutting, gluing and nailing wood in the repairing of cabinets, doors, windows and remodeling of office space including framing, finish drywall, laying of vinyl and carpet, re-roofing and installing of windows, doors and locks.
- Makes signs and keys using power tools. Operates table saws, drill presses, jointers, shapers planes, belt sanders and hand drills which may be noisy. Re-keys locks.
- Work includes installation, maintenance, trouble shooting and repair of heating and air conditioning systems, refrigeration systems, compressors, electrical circuits and controls, changing filters, checking Freon levels, cleaning and replacing motors and changing thermostats. Repairs ice machines and water coolers. Operates power tools, silver solder and acetylene welders.
- Work includes painting and cleaning the interior and exterior of all County buildings, including windows, walls, doors and eaves, pressure washes outside walls, spray paints, metal cabinets and stains furniture.
- Operates pressure washing and spray painting machine. Uses paints, solvents and chemicals related to the painting trade which may contact skill.
- Work includes installation, maintenance, trouble shooting and repair of electrical systems, including hydraulic and electric door closers, circuits, controls, motors, wiring, machinery, pumps, compressors and small appliances. Operates small power tools, including silver solder and acetylene welders and changes light bulbs and ballasts.
- Work includes installation in new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines, and sewer lines. Makes minor repairs such as replacing faucets, unplugging toilets and drain lines.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.
- Must be able to respond to emergency and after-hours calls on nights and weekends.
- May work in buildings that provide health care, and must follow the rules, methods, and safe handling in connection with bloodborne pathogens.
- Required to report to work at the appointed hour, as scheduled, and to work the entire

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assigned schedule.

- Will be responsible for oversight of inventory of craft supplies and will issue new inventory numbers as necessary. Also responsible to ensure that all work orders for this craft are closed and turned in to the appropriate person in a timely manner.
- This position functions at a Master Trade Level and must be knowledgeable of all related Codes and general practice of respective trade.

SECONDARY FUNCTIONS

- Pours concrete slabs, walls, steps, lays carpet and vinyl.
- Moves office equipment and furniture.
- Procures materials and supplies for building maintenance.
- May work in secure areas of Jail within the Jail population.
- May supervise Jail inmates and trustees per Sheriff's Department guidelines.
- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees, job layout and ordering of all material for projects and repairs. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations. May supervise other trades as directed.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school graduate or equivalent. Training which may include trade courses, apprenticeship, on the job training, plus ten years experience in a specific field or an equivalent combination of training and experience.

Licenses

Possession of a valid Florida Drivers License.

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Certifications

Air conditioning technicians must have required EPA certificates for safe handling of refrigerants.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Highly skilled knowledge in employee's field of expertise and thoroughly knowledgeable of other areas of building repair, remodeling and construction.
- Ability to read and interpret plans and blueprints, draw plans and estimate materials required on the job.
- Ability to maintain, repair and use power tools and machines safely and acquire knowledge of new tools, materials and systems dealt with on the job.
- Ability to work independently, to communicate both orally and in writing and supervise other employees.

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- Ability to cross train into other manual and technical fields.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee must operate the following machines and equipment: electric tools, meters, hand tools, table saws, solder equipment, measuring devices, air guns and staplers, jack hammers, fork lift, vehicles, grinders, ladders, routers, torch, plumbing equipment, and painting equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, and lift up to one hundred pounds or more; will regularly be required to walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell; will frequently be required to lift twenty to fifty pounds; stand, use hand to finger, handle, feel, reach with hands and arms; talk and hear. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, risk of electrical shock, and human and animal waste while performing sewer line repairs and cleaning; and will regularly be exposed to high precarious places. This employee will frequently be exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, sewer systems at Jail and Health department that may harbor contagious and communicable disease, outdoor weather conditions, and extreme cold and heat. The noise level for this environment is loud

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