



CLASS SPECIFICATION FOR:

Tradesman I

General Statement of Duties:

Proficiently performs all duties as assigned in one of the recognized trades such as plumbing, electrical, HVAC, carpentry, etc.; makes repairs and performs preventative maintenance on all of the Division of Recreation and Parks' infrastructure including buildings, parks, trails, signage, systems, permanent and mobile structures, and equipment, both on land and water, as assigned; does related work as required.

Distinguishing Features of Class:

An employee in this job classification uses a wide variety of hand tools and power tools to make repairs and perform maintenance on a wide variety of the Division of Recreation and Parks' infrastructure including buildings, parks, trails, signage, systems, permanent and mobile structures, and equipment, both on land and water, as assigned; proficiently performs duties in one of the recognized trades such as plumbing, electrical, HVAC, carpentry, etc.; maintains tools in safe working condition; keeps accurate records; and recognizes life cycle issues and upcoming maintenance and repair needs and reports them to supervisor. Work is performed independently and as part of a team at various assigned locations Countywide with minimal supervision. Employee is also responsible for the safe operation of County equipment and vehicles.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Proficiently performs all duties as assigned in one recognized skilled trade within specifications and following all recognized best practices and safety practices and other related requirements (e.g. historical property preservation);
- Makes repairs and performs routine and preventative maintenance on all Division of Recreation and Parks' infrastructure : buildings, parks, trails, signage, systems, permanent and mobile structures, and equipment, both on land and water, as assigned;
- Maintains equipment and tools used to perform duties in good working order, including routine and minor maintenance and repairs;
- Keeps accurate records for work orders, jobs, maintenance, repairs, mandatory testing, etc. and reports to supervisor for the Section's planning and budgeting purposes;
- Completes work assignments accurately, timely and cost effectively with minimal oversight from supervisor, with unusual situations referred to supervisor;
- Recognizes life cycle issues and upcoming maintenance and repair needs and reports them to supervisor;
- Maintains any entry level certification required to perform assigned duties;
- Maintains valid driver's license and safe driving record to travel to various locations Countywide;
- Maintains a Class B CDL license with necessary endorsements to operate equipment;
- Maintains forklift operator certification and participates in forklift training and safety classes and may operate forklift;
- Keeps truck stocked with necessary equipment and supplies to ensure efficiency at job site;
- Cross trains to develop basic proficiency in at least one other skilled trade;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Assists with stage and site setup;
- Trains and shares information and technical knowledge with all other tradesmen and Parks Services Division staff appropriately, includes training and directing temporary and seasonal staff;
- Reports incidents to supervisor immediately or with minimal time delay in unusual circumstances and assists with documenting incident;
- Participates in all scheduled meetings and trainings;
- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Reports incidents at assigned sites to supervisor an assists with documenting incidents;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Good working knowledge of a wide variety of hand and power tools; proficient working knowledge of at least one trade such as plumbing, electrical, HVAC, carpentry, etc.; good working knowledge of other basic trades such as plumbing, electrical, HVAC, carpentry, etc.; basic working knowledge of building systems; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to estimate time and materials needed; good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely, orally and in writing; good computer skills with ability to use computer; requires the ability to read, interpret and adhere to complex instructions; requires the ability to create and maintain records; physical condition that will permit heavy lifting, loading, unloading, pushing, reaching, stooping, climbing ladders and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to work independently and with a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires a safe driving record with the ability to safely operate County-owned equipment and vehicles. May require the ability to work a flexible schedule.

Minimum Education and Experience:

Education: Graduation from high school/GED or trade school; preferably with coursework in one or more of the trades such as plumbing, electrical, HVAC, carpentry, etc.;

Experience: Prefer some relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.
- Requires a Class B CDL license with necessary endorsements to operate equipment.