

TRADES SPECIALIST**Nature of Work**

Under general supervision, at the full-performance level, performs a variety of semiskilled and skilled building trades work in the repair, maintenance, or construction of state buildings and related structures. Performs full-performance experienced work maintaining and repairing a variety of equipment used in heating, ventilation and cooling. Duties are varied and moderately complex. May be exposed to hazardous working conditions. Performs related work as required.

Application of the Class

The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. The classification is to be interpreted such that the appointing authority may assign any listed or related duty to an employee so long as the employee has the knowledge, skills and ability to perform the assigned work.

Examples of Work

- Performs carpentry work such as building, repairing and installing counters, cabinets, benches, tables, chairs, partitions, floors, steps, doors, building framework and trim using hand tools and power tools. Constructs and repairs structural woodwork and equipment, working from prints, drawings or oral instructions.
- Performs preventive and corrective maintenance on building HVAC, electrical and plumbing systems; troubleshoots electrical controls.
- Performs repairs to equipment such as replacing motors, belts, seals, bearings and blades.
- Repairs dry wall and masonry structures.
- Repairs and replaces sinks, toilets, faucets, pipes, drains and water lines.
- Paints, finishes and decorates surfaces of buildings, equipment, machinery and furnishings, both interior and exterior. Prepares area; erects scaffolding; cleans surfaces; mixes paints and allied products.
- Repairs and maintains tools and equipment used.
- May perform grounds work such as mowing and trimming, removing snow, sweeping sidewalks and picking up trash.

TRADES SPECIALIST (CONT'D)**Knowledge, Skills and Abilities**

- Knowledge of the standard methods, practices, tools and equipment used in a variety of building maintenance, HVAC, carpentry and painting trades.
- Knowledge of the qualities, adaptability and uses of various woods and materials.
- Knowledge of the occupational hazards and related safety procedures.
- Skill in the use of carpenter's hand tools, power tools and woodworking machines.
- Ability to perform building maintenance, HVAC, carpentry and painting work.
- Ability to safely operate tools and equipment used in building maintenance, HVAC, carpentry and painting.
- Ability to determine materials needed for specific tasks.
- Ability to read and work from blueprints, drawings, sketches or schematic diagrams.
- Ability to safely work at various heights on ladders, platforms and scaffolds.
- Ability to repair and maintain tools and equipment used.
- Ability to understand and follow oral and written instructions.

Minimum Qualifications

- Training: Graduation from a standard four-year high school or the equivalent.
- Experience: Three years of full-time or equivalent part-time paid experience or paid self-employment in heating, cooling, ventilation, building maintenance, or building trades such as carpentry, plumbing, electrical, plasterer, welder, machinist, or masonry.
- Special Requirement: Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the clean Air Act on refrigerant recycling.

Established: 10/16/03
Effective: 12/1/03