



## **Trades/Field Services Worker**

**Category:** Classified  
**Pay Grade:** C13  
**Job Code:** 13764

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs semi-skilled and/or trainee level work assisting one or more craft, trade, maintenance, facility, or other more experienced personnel in various maintenance, craft, trade, mechanical, and facility work assignments; assists with general support of semi-skilled tasks; cleans, performs laborer tasks, moves, hauls materials and supplies, and performs related semi-skilled work in coordination with the efforts of higher level employees.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists HVAC specialists, electricians, mechanics, carpenters, welders, painters, cabinet, and other skilled personnel to build, construct, renovate, repair, and maintain facilities, buildings, equipment, and machinery;
- Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard using carpenter's hand and power tools and fabricates and repairs wooden cabinets and furniture using various hand tools and woodworking machines and devices;
- Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems;
- Assists plumbers to install, maintain, and repair pipes, valves, faucets, sinks, and other fixtures;
- Assists cement and mason personnel to lay brick, block, and sidewalks, using hand or power tools;
- Assists carpenters to maintain, repair, and construct a variety of structures using the entire range of construction materials and products;
- Assists mechanics to operate, maintain, and repair heating, refrigeration, and air conditioning equipment;
- Assists painters to mix, match and apply stains, paints, and other chemicals, using spray guns, rollers, brushes, pads, and sponges;
- Assists electricians to install, maintain, and repair electrical systems, electronic security systems, electric motors, generators, switches, circuit breakers, fuse boxes, and lighting equipment, using various hand tools and testing equipment;
- Installs, repairs, rebuilds, and services mechanical and electrical locking devices, duplicate metal keys, electronic access control cards, and electronic key system operations, using special equipment, templates, and guides;
- Cleans, repairs, and installs carpeting or other flooring materials;
- Receives, stores, issues, and controls department tools, supplies, and materials inventory;
- Retrieves data and communicates work status, using personal computer or other means;
- Performs routine repair and maintenance of machines, tools, equipment, and accessories;
- Maintains inventory and stocks vehicle;
- Leads others or performs grounds maintenance and general housekeeping tasks; and
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

One (1) year of skilled trade, craft, or maintenance experience in the direct line of work; or completion of a skilled trades vocational or technical skilled trades school program with a diploma or certification in the direct line of work or related field; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Career Ladder Advancement - After three (3) or more years of experience in one or more of following trades; HVAC, Carpentry, Electrical, Drywall/Painting and Coatings, and Plumbing, plus documented skill competency in designated trade(s), the department may consider an employee for non-competitive promotion.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of hand and power tools used in skilled trade work;
- Knowledge of the methods, materials, tools, and practices in building, electrical, and mechanical work;
- Knowledge of hazards and safety measures associated with crafts, trades, and facilities work;
- Knowledge of janitorial materials and equipment;
- Skill in using a variety of hand tools, machines, and equipment for construction and facility repair work;
- Ability to work from oral or written instructions, broken parts, basic diagrams, and sketches;
- Ability to supervise unskilled helpers in maintenance or repair work;
- Ability to read prints and schematics and draw simple work sketches;
- Ability to complete simple math and maintain basic records;
- Ability to detect apparent defects in machinery or equipment operation, make corrective repairs or adjustments, or inform superiors;
- Ability to operate a personal computer and other electronic equipment to enter and retrieve information and monitor work performed.

## PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.

- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.