



Trades/Field Services Supervisor

Category: Classified/Excluded
Pay Grade: C23
Job Code: 13766

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

This is highly skilled technical and supervisory work managing a building trade crew in the construction, renovation, or repair of county buildings, structures, equipment and systems. This classification has direct supervisory responsibility in addition to performing craft and technical work of lower classifications. Employees in this class are responsible for planning projects for their crew from conception to completion and working with other craft crews, architects, consultants, and customers. Work involves scheduling projects and organizing response teams according to priorities, using independent judgment regarding supplies, equipment, and cost factors for various projects. Full crew performance, results, and accountability are assigned to an employee in classification. Incumbents are highly skilled and proficient in at least one craft, with the ability to fully evaluate and supervise the technical performance of all positions in their crew. Routine decisions and problem solving are expected to be handled by the employee and general supervision is received from an administrative supervisor. Assignments are made orally and in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Establishes crew work schedules, tracks project inventories, and adjusts priorities throughout the project using meetings and information from users, other Crew Leaders, the Purchasing Department, and supervisor;
- Establishes major project time and cost estimates for the crew; attends pre-design meetings, reviews project specifications, and coordinates crew responsibilities with other Crew Leaders;
- Advises architects, consultants, and the Purchasing Department on technical requirements and specifications for major projects using current standards/codes;
- Consults with users at the beginning of a project or task to establish the final layout of projects and establish the best method of achieving satisfactory project results;
- Conducts regular site inspection and approves project completion results for workmanship and quality using the plans, prints and standards established for the project;
- Prepares crew time and cost estimates for projects, requisitions materials/equipment/supplies;
- Consults with subordinates regularly and advises them on particularly difficult technical aspects of trade work;
- Plans, assigns, and reviews the work of subordinate personnel;
- Audits safety performance and compliance of the crew, taking appropriate actions to correct hazards or unsafe work practices;
- Reviews current developments in building trades construction and maintenance, recommends process and materials improvements, and communicates innovations to subordinates;
- Establishes and maintains administrative and office procedures for the crew; assists in the preparation of annual section budgets;
- Assists with interviews, selects, plans, organizes, and reviews the work of subordinates; provides technical guidance to operational and administrative staff;
- Performs regular skilled craft work using one or more craft skills;

- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED); and five (5) years' skilled trades experience which includes two (2) years of experience in a supervisory capacity; 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.
- Possession and maintenance of a valid Pinellas County journeyman level certification of Competency for one or more trade skills may be required by the hiring authority.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of standard methods, practices, codes, standards, materials, tools and equipment used in building, mechanical, electrical, plumbing, heating and air conditioning, metal working, welding and other trades;
- Knowledge of occupational hazards and appropriate safety precautions;
- Knowledge of supervisory techniques, records keeping and report writing;
- Skill in the use and care of tools and related equipment;
- Skill in using trade skill knowledge to assist in the design and specifying of standards for major building projects;
- Skill in using basic math skills to prepare estimates and simple budgets;
- Ability to interpret drawings and blueprints, prepare work specifications and estimate material needs;
- Ability to plan, assign, motivate, train and supervise employees;
- Ability to make proper field decisions and adjustments to preplanned work in order to complete projects within time and cost constraints.

PHYSICAL/MENTAL DEMANDS

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

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **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.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **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.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **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.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- 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.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.