

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Supervisor, Trades**

<b>CLASS CODE:</b> 3229		
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Non-exempt

**CLASS SUMMARY:** Supervises the work of skilled trades personnel (such as carpenters, plumbers, painters and HVAC mechanics). May supervise other semi-skilled employees engaged in the construction, maintenance, operation and repair of facilities and equipment. Provides contract administration and inspects and oversees the work performed by outside contractors.

**DISTINGUISHING CHARACTERISTICS:** The Supervisor, Trades is distinguished from lower level leads in various trades by its full supervisory responsibility.

**QUALIFICATIONS**

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

**Education and Experience:**

Completion of high school or equivalent and six years of trades experience in facility, and equipment maintenance and repair, including two years of journey-level lead experience.

**Licensing Requirements:**

- Valid California Driver's License
- Certifications and/or licensing in related trade, depending on designated area of assignment.

**Minimum Knowledge, Skills and Abilities** (position requirements at entry and depending on area of assignment):

- Knowledge of the current tools, techniques, and materials of the trade or trades being supervised.
- Ability to interpret and apply safety codes and regulations.
- Knowledge of supervisory principles and practices.
- Ability to plan, schedule and supervise trades staff involved in skilled trades work.
- Ability to read and interpret plans, drawings and specifications.
- Ability to maintain various types of records and prepare reports.
- Ability to identify complex maintenance and repair problems and determine corrective action.
- Ability to establish and maintain effective working and public relations.
- Ability to oversee and evaluate the work of contractors.
- Ability to use tools and equipment.

**Desirable Qualifications** (likely to contribute to more successful job performance; can often be learned on the job):

- Ability to plan and supervise a preventative maintenance schedule.
- Ability to estimate the cost of material and labor.
- Ability to prepare budget recommendations.
- Ability to program Programmable Logic Controllers
- Ability to use computers and software applications.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY</b>
1.	Supervises staff to include planning, scheduling, prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained and practicing safe work habits; and, making hiring, termination and disciplinary recommendations. May also perform duties of staff.	Daily 30%
2.	Inspects jobs, facilities and equipment including approving completed work and coordinating work orders.	Daily 15%
3.	Establishes and maintains a corrective maintenance and emergency response service to include maintaining on-call lists and schedules and evaluating effectiveness.	Daily 10%
4.	Prepares and administers budgets to include: forecasting expenditures; tracking expenditures; approving purchases, and planning and monitoring contract funds.	Daily 5%
5.	Receives and evaluates work orders and requests; estimates costs and time to respond to request; clarifies work orders; delegates tasks; determines necessary actions, and approves work orders.	Weekly 10%
6.	Performs customer service to include following up on complaints and resolving problems.	Weekly 10%
7.	Oversees and maintains inventories of parts and supplies to include performing spot checks and ordering parts and supplies.	Weekly 10%
8.	Schedules work and receives bids from contractors, monitors work and delegates tasks; supervises the inspection of work performed by contractors.	Weekly 5%
9.	Prepares various reports such as activity reports, work progress reports, accident reports and time and material reports; maintains a variety of records.	Monthly 5%
11.	Performs other duties of a similar nature or level.	As Required

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**PHYSICAL REQUIREMENTS:**

X	Climbing	X	Kneeling	X	Crawling
X	Balancing		Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing	X	Feeling		Pushing
X	Crouching	X	Seeing		

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

*Medium Work:* Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**CLASSIFICATION HISTORY**

Established 9/01

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