

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Trades Specialist

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Facilities and Trades	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for performing a wide variety of skilled trades' duties depending on area of assignment. Duties might include: performing electrical repairs; running electrical wires; maintaining and installing plumbing fixtures; installing equipment such as circulator pumps, dishwashers, garbage disposals, water heaters and drinking fountains; maintaining and installing piping systems and fire suppression systems; installing, maintaining and repairing a/c equipment, chilled systems, ventilation equipment and energy management systems; designing and re-designing related systems; building and repairing furniture; building cabinets and countertops; putting up drywall; taping, texturing, and finishing drywall; removing graffiti; spraying and rolling paint onto prepared surfaces; staining wood; making signs; designing, laying out, and setting up masonry jobs; providing technical advice; reading and interpreting blueprints; responding to emergency calls; filling out related paperwork; and, estimating project costs.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Trades Specialist is a stand-alone class which is distinguished from other classes by its responsibility for performing journeyman level trades activities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Troubleshoots and evaluates electrical and mechanical systems to include performing electrical repairs and running electrical wires.	Daily	B2
2.	Performs inventory of products needed in shop and maintains shop cleanliness.	Daily	A1
3.	Designs, lays out, sets up, and estimates the costs of masonry jobs and concrete jobs to include pouring and finishing concrete and ordering materials.	Daily	B2

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4.	Maintains and installs plumbing fixtures to include toilets, sinks, lavatories, metering faucets, valves, pumps, dishwashers, garbage disposals, water heaters, drinking fountains, and water softeners.	Daily	B2
5.	Installs and repairs locksets, deadbolts, unit locks, door closures, and corbin locks by determining type of lockset to use.	Daily	B2
6.	Maintains, installs, and repairs piping systems and fire suppression systems; gas and electric water heaters; air conditioning equipment; chilled systems; ventilation equipment; and, energy management systems to include designing and re-designing related systems.	Daily	A1/B2
7.	Fills out paperwork to include work orders, parts, Hazardous Materials handling, inventory, and time logs.	Daily	A1
8.	Responds to emergency calls to include equipment failure, electrical problems, hazards, smells, water leaks, and fires.	Daily	A1/B2
9.	Meets with District personnel to coordinate projects and proposals to include providing technical advice.	Weekly	B2
10.	Builds and repairs furniture, cabinets, countertops, and upholstery.	Weekly	A1
11.	Paints and/or stains doors, trim, walls, wrought iron, wood, metal, stucco, blockwall, parking lots, gym floors, and shelving by spraying and rolling paint onto prepared surfaces.	Weekly	A1
12.	Removes graffiti from concrete, bricks, doors, and signs by matching colors and/or priming and repainting areas.	Weekly	A1
13.	Puts up drywall to include taping, texturing, sanding, and finishing drywall, and estimating material needed.	Monthly	A1

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14.	Reads and interprets blueprints, sketches, and building plans to determine material required and dimensions of structure or fixture to be fabricated.	Quarterly	B2
15.	Makes signs and stencils on wood, paper, and/or plastic by cutting out by hand or machine.	Occasionally	A1
16.	Performs other duties of a similar nature or level.	As required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Building codes and structural designs;
- Basic mathematics;
- Safety procedures;
- Basic refrigeration systems and electric systems;
- Fire code.

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Skills (position requirements at entry):

Skill in:

- Reinforcing steel;
- Installing sprinkler systems;
- Repairing equipment;
- Reading and interpreting blueprints, gauges, Material Safety Data Sheets, operating instructions, and procedure manuals;
- Mixing and applying paint products;
- Taping, texturing, and finishing drywall;
- Operating equipment such as spray equipment, hand tools, power tools, and electrical test equipment;
- Diagnosing problems;
- Using computers and related software;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Technical training in assigned trade beyond High School and five years experience in the skilled trade assigned to, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Arizona Driver's License;
- Position may require Journeyman's License in assigned trade;
- Environmental Protection Agency (EPA) (CFC-12) Freon License;
- Arizona Commercial Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

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, and intense noises.

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.

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Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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