

## TRADES WORKER I

### JOB DESCRIPTION

**Classification Responsibilities:** A Trades Worker I performs journey-level work in carpentry and/or painting and may also perform some entry-level to journey-level work in one or more mechanical equipment trades (electrical; plumbing; evaporative coolers; and Heating, Ventilation, Air Conditioning/Refrigeration [HVAC/R]). Duties involve the maintenance, repair, alteration, and construction of fixtures, equipment, and facilities. Employees in this class may serve as a lead worker over a small crew for specific projects. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Trades Worker I class performs building trades work or some combination of building trades work and mechanical equipment trades work. This class is distinguished from the Facilities Equipment Technician I in that incumbents in the latter position primarily perform mechanical trades work and are licensed as and/or function as specialists (example: electricians, plumbers, etc.) in their respective mechanical trade. A Trades Worker I is supervised by a foreman, or other supervisory classification (*by assignment*) who reviews work through work orders, conferences, and spot-checking for results achieved. Employees are required to use appropriate safety procedures and equipment in completing assigned duties. This class works with a high degree of independence which requires good judgment and initiative in determining the methods and procedures that will be used for each job or project. Employees in this class are subject to a yearly rotational 24-hour call-out (*by assignment*). This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from high school or GED. A minimum of three years of journey-level experience in carpentry or painting. Completion of a building trades apprenticeship program. One additional year of related education, training, or work experience can be substituted for an apprenticeship program.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*all assignments*). Due to the required access to all secured buildings, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to Police facilities (*by assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Two years of experience in a secondary building trade is preferred.

**ESSENTIAL FUNCTIONS** (*Common to all assignments*)

**Communication:** Communicates with suppliers to explain the scope of the job and order appropriate materials. Communicates with other City employees to explain the status of a job or give instructions. Develops a materials list through designing and planning of a job in order to verify projects and order appropriate materials needed for construction. Other communications involve coordination of work with others, resolution of complaints, status of work, and expenditures.

**Manual/Physical:** Detects alarms, sirens, and other audible signs of alarm or warning in order to work safely at a construction site. Safely operates a motor vehicle requiring a standard Arizona Driver's License such as a pickup truck or dump truck (with or without trailer), or equipment (forklift), boom truck, and man-lifts to travel to job site, purchase and transport materials and supplies, and haul heavy equipment. Operates power-driven machinery such as: table, panel, band and skill saws, rotary hammer, planers, routers, jointers, belt sanders, drill presses, jackhammers, or other similar-size equipment and specialized tools to complete assigned tasks and projects. Sets up work sites and safety barriers. Repairs drywall, paints structures, and installs modular systems. May work in small, confined spaces at heights greater than ten feet and in close proximity to high voltages. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Maintains and performs routine repairs on tools and equipment used in trades work in order to maintain safety standards. Uses common hand tools such as a hammer, saw, screwdriver, or similar tools to perform trades work. Maintains and repairs playground and park equipment. Uses appropriate Personal Protective Equipment (PPE). Performs physical inventories of materials, moves objects such as tools and equipment weighing up to 100 pounds for distances up to 200 feet with the assistance of a cart or other aid. Walks, bends, and stoops repeatedly to perform work. Sets up folding tables, chairs, and booths to prepare for programmed events. Works in a variety of weather conditions while performing construction tasks. Meets scheduling and attendance requirements.

**Mental:** Reads and interprets sketches, diagrams, drawings, specifications, and blueprints. Estimates labor and material costs from blueprints or work plans to project costs of specific projects. Prioritizes work assignments.

***Carpentry Assignment***

**Manual/Physical:** Performs rough and finished carpentry installation, construction, assembly, repair, modification, and remodeling activities to: install new floors; build new equipment sheds, frame walls, roofs, and partitions; construct and install doors, door frames, window frames, paneling, and molding; construct and set shelves, cabinets, walls, and partitions; and install ceramic and acoustical tiles. Meets on-site with contractors to explain small projects, answer questions, and obtain price quotations. Lays out, constructs, and installs playground equipment, exercise courses, and signs (identification and rules). Relocates, maintains, and repairs parks building facilities, playground equipment, and exercise courses. Fabricates and replaces parts for playground equipment and exercise courses. Inspects facilities and submits list of maintenance required. Works with plastic laminates, cleaning fluids, stains, paints, spray paints, solvents, and fiberglass resins using normal protective equipment to maintain safety standards. Moves heavy objects such as wall units and shelves weighing 50 pounds or more, with the assistance of an aide, to transport to construction site.

***Painting Assignment***

**Manual/Physical:** Prepares and paints park buildings facilities, ball field complexes, playground equipment, park rules and identification signs, exercise courses, maintenance machinery, trailers, mowers, cushmans, showmobiles, etc. Operates up to a one-ton truck requiring a standard Arizona Driver's License to drive to various job sites with appropriate tools, materials, and equipment in order to complete work assignments. Bends or stoops repeatedly to use painting equipment. Lifts arms above shoulder level to paint buildings or playground equipment. Mixes chemicals such as retardants and reducers into paints being applied to small ancillary vehicles. Works with cleaning fluids and agents, chemicals, paints, or similar solutions using normal, routine, protective equipment to complete painting projects. Moves objects weighing between 20 - 50 pounds such as ladders and painting equipment. Removes graffiti and repairs vandalism.

**Knowledge/Skill/Abilities: *(May vary by assignment)***

Knowledge of:

the methods, practices, tools, and materials used in building maintenance and repair work;  
occupational hazards and necessary safety precautions applicable to building maintenance work;  
the kinds of paints and primers and their proper application;  
modern techniques in the preparation of metal, wood, glass, plaster, cement, and other materials and surfaces to allow the proper and lasting application of paint;  
Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) safety regulations and requirements; and  
basic math, fractions, radial measurement, and decimal conversion.

Skill in the use and care of tools and equipment necessary to perform various construction, repair, and maintenance tasks.

**Ability to: *(Common to all assignments)***

establish and maintain effective working relationships with coworkers;  
prepare written reports and documentation of work;  
read and interpret blueprints and other working drawings; and  
recognize safety hazards.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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