

TRADES WORKER II

JOB DESCRIPTION

Classification Responsibilities: A Trades Worker II primarily performs journey-level work in one or more building trades (such as gate/overhead door maintenance, locksmithing, masonry/finishing, roofing, and welding) 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: This class is distinguished from the Facilities Equipment Technician II 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 II is distinguished from a Trades Worker I by greater knowledge of specialized trades work. Responsibilities require the exercise of initiative and independent judgment in troubleshooting malfunctions and determining the proper method of repair. Employees in this class are subject to a yearly rotational 24-hour call-out (*by assignment*). Employees are required to use appropriate safety equipment and procedures in performing assignments. A Trades Worker II is supervised by a foreman, or other supervisory classification (*by assignment*) who reviews work through work orders, conferences, and spot-checking for results achieved. 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. Completion of a building trades apprenticeship program or equivalent. Extensive (5+ years) journey-level experience in the assigned area (gate/overhead door maintenance, locksmithing, roofing, masonry/finishing, or welding).

Special Requirements. Must possess a valid 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 and contracting to schedule work. Other communications involve coordination of work with others, resolution of complaints, status of work, and expenditures. Schedules contractors, facilitates pre-bid walk throughs, and preconstruction site inspections.

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/one-ton truck, or equipment (forklift), boom truck, and man-lifts to travel to job sites, purchase and transport materials and supplies, and haul equipment. Uses common hand tools such as a hammer, saw, screwdriver, or similar tools to perform trades work. Operates power-driven machinery such as: table, panel, band and skill saws, rotary hammer, planers, routers, jointers, belt sanders, drill presses, jackhammers, hand drills, calibrated instruments, 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 repairs playground and park equipment. Uses appropriate Personal Protective Equipment (PPE). Maintains and performs routine repairs on tools and equipment used in trades work in order to maintain safety standards. 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. Prioritizes work assignments. Monitors contractors use of proper protective equipment. Performs quality assurance and final project inspections.

Gate/Overhead Door Assignment

Manual/Physical: Performs regular maintenance, repair, and modification of overhead doors and automatic gates. Responsibilities also include cleaning and inspections of various gates and doors; repair and/or replacement of various gates and doors parts including all electrical components or a complete system installation. Estimates material quantities and assists in the determination of material specifications for repairs and replacements. Assist in inspection and overseeing contractor's activities. Prepare and maintain a condition assessment report for all automatic gates and overhead doors in the City. Works with potentially hazardous materials requiring the use of specialized protective equipment. Meets on-site with contractors to determine repairs and materials needed to obtain price quotations. Produces written documents to maintain records of work activities, requisitions, and materials. Operates power-driven machinery and tools such as a forklift, drills, saws, and fasteners. Performs physical

inventories of overhead doors and gates materials. Cleans work area and equipment. Works using normal protective equipment to maintain safety standards. Works in a variety of weather conditions at elevated levels with a maximum height of 30 feet if on a ladder or lift.

Locksmith Assignment

Manual/Physical: Installs, repairs, troubleshoots, and maintains mechanical and electronic access control hardware devices; fixes wiring issues; replaces worn or damaged parts; cuts and issues keys; records and tracks the physical access control devices in a security database; develops and implements a preventive maintenance plan for access doors and locks; and converts doors to C-Cure doors. Operates power-driven machinery and tools such as drills and key cutting machines. Cleans work area and equipment. Operates a personal computer (PC) to enter data to log and track doors and locks and schedule preventive maintenance.

Masonry/Finisher Assignment

Manual/Physical: Repairs and maintains masonry walls, fences, and drinking fountain pedestals. Constructs new block walls, pours footings, and repairs and constructs sidewalks and various size concrete pads for rules signs, identification signs, and bleacher support pads. Constructs and sets steel and wooden forms for concrete. Mixes concrete and pours, tamps, screeds, floats, and trowels concrete for sidewalks, pads, and slabs. Using appropriate tools (example: tape measure, level, transit, etc.), determines distances and heights to lay out concrete and brick/block projects. Performs physical inventory of bricks/blocks and bags of mortar and cement. Lays blocks/bricks to construct walls and finishes concrete. Operates mechanical equipment such as: a trencher to dig trenches and footings, a pickup truck to transport supplies to job sites, a dump truck to remove debris and excess stock from job sites, a forklift, and tractor. Operates power-driven machinery such as a jackhammer, tamper, and concrete saw to complete a variety of block or concrete jobs. Cleans work area and equipment such as mixers, wheelbarrows, trucks, and hand tools to ensure equipment is maintained and ready for next project. Loads and unloads stock, equipment, and supplies from a pickup truck.

Roofer Assignment

Communication: Develops a materials list through designing and planning of a job and orders appropriate materials needed for construction.

Manual/Physical: Performs maintenance, repair, and modification of building roofs, and related drainage and protective installations. Cleans and inspects roofs; repairs cracks, cuts, and splits; repairs or replaces metal flashings, roof drains, gutters, and downspouts; installs shingles, asphalt, metal, insulation, vapor barriers, and other roof materials. Sets up parking and storage areas for roofing contractors. Measures, cuts, and installs roofing materials. Meets on-site with contractors to determine repairs and materials needed to obtain price quotations. Operates power-driven machinery and tools such as a forklift, drills, saws, and fasteners. Cleans work area and equipment. Works with roofing solvents, emulsion, and compounds using normal protective equipment to maintain safety standards. Works in a variety of weather conditions at elevated levels with a maximum height of 150 feet if on top of a building or 30 feet if on a ladder or lift to inspect, maintain and repair roofs. Operates a PC to prepare technical specifications, cost estimates, budgets for roofing projects, and schedule installation, repair, and preventive maintenance work.

Mental: Determines roof repair methods, timeframes, and warranties needed. Prepares technical specifications and budgets for roofing projects; estimates material quantities; and assists in the determination of material specifications for contracted roof repairs and replacements. Produces written documents to maintain records of work activities, requisitions, and materials.

Welder Assignment

Manual/Physical: Maintains, repairs, and fabricates park playground equipment. Makes and repairs parts, replacement parts, rules and identification signs, and basin drains and grates. Wears respirator protection equipment when using welding equipment. Maintains machinery, handball court doors, protective covers, and cages. Cuts, welds, and brazes light and heavy gauge metals. Uses a Metal Inert Gas (MIG) welder, alternating current (AC) welder, direct current (DC) welder, and acetylene torch to repair or replace metal bands, angle irons, and sheet metal in existing structures and playground equipment. Detects gas leaks from welding tanks. Performs physical inventories of welding supplies. Makes precise movements to drill holes, cut angles, or bend material. Makes fine, highly controlled movements to control MIG welding gun, cutting torch, drill, press, hand-held die grinders, and surface grinders. Operates power-driven machinery such as chop saw, band saw, grinder, drill press, and hand drill to build and fabricate projects out of metal. Moves heavy objects weighing over 50 pounds such as steel and welding equipment, with the assistance of an aide, to load or unload onto truck or steel racks.

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

Knowledge of:

the methods, practices, tools, and materials used in locksmith or roofing repair work;
occupational hazards and necessary safety precautions applicable to building maintenance work;
gate/overhead door maintenance, locksmithing, roofing, masonry/finishing, or welding techniques;
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 installation, construction, repair, and maintenance tasks.

Ability to:

establish and maintain effective working relationships with coworkers;
prepare written reports and documentation of work;
read and interpret blueprints and other working drawings;
perform physical inventories;
make skillful, controlled manipulations of small objects to assemble locking devices;
perform preventive maintenance inspections and repairs;
prepare technical specifications and estimate labor and material costs from blueprints and work plans;
and recognize and mitigate 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.

Revised 6/18
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CS4536.DOCX
EEO-SCW
JOB FCTN-TRA
INCREMENTS 62-200

PAY GRADE: 45
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