# General Statement of Duties

Performs full performance licensed skilled trades maintenance, repair, and/or installation work in two distinctly different skilled trades areas, requiring multiple journey licenses and/or certifications, or pulls permits for an agency or department.

# Distinguishing Characteristics

This class is distinguished from the, Electrician, Plumber, and HVAC Mechanic classifications, which only possess licensure and/or certification in one trade specialty; and, is distinguished from the supervisory classes, which have full supervisory responsibility.

The Master Trades Worker is distinguished from the HVAC Mechanic, a classification built around certifications in the areas of heating and ventilating, and air conditioning and refrigeration. The skill set and equipment is interrelated and the certifications are individualized. For instance, heating and ventilating would be one certification and air conditioning would be a second certification, which creates the HVAC Mechanic, to which there is no single certification. The HVAC Mechanic classification requires HVAC Certification and Refrigeration Certification, two separate certifications, but the general statement of duties also mentions certifications in steam and hot water, steam fitting, and stationary engineering; therefore, it can be reasonably assumed that an individual in this classification could have five (5) related certifications in the realm of HVAC repair, maintenance, and/or installation, which are not considered distinctly different trades skill sets and would not qualify an individual as a Master Trades Worker.

# Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

# Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

# Interpersonal Communication & Purpose

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.
Level of Supervision Exercised
By position performs lead work.

Essential Duties
Performs multiple licensed skilled trades work on a regular basis in such areas as electrical, plumbing, heating and ventilating, refrigeration and air conditioning, and other trades areas that require journey or master's level licensure and/or certification.

Pulls permits on a regular basis for an agency as allowed by the Master Electrician or Master Plumber license or appropriate certificate issued by the Denver Building Department.

Monitors the work of a crew assigned to assist in a project assignment.

Assigns specific field assignments to crew members and monitors work to ensure permit requirements are met and duties are properly performed.

Prepares work plans using blue prints, sketches, and schematics.

Plans and coordinates installation, maintenance, and repair work with other trades areas.

Maintains records and prepares reports; and, estimates materials, labor, and equipment costs.

Assists other skilled trades employees as needed.

Observes all common safety practices.

Programs and updates computer control systems and settings.

By position, participates in snow removal duties as assigned.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies
Mathematical Reasoning – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.
Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.

Knowledge of principles and methods for operating industrial equipment.

Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Knowledge of developing, producing, understanding, and using plans, blueprints, models, and maps, including the use of tools and instruments to produce precision technical drawings.

Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Two (2) years of experience as a journey level licensed or certified skilled trades worker.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

By position, requires a valid Commercial Driver’s License (CDL “B”) with appropriate endorsements by the end of probation.

Possession of two valid journey certificates or licenses in two distinctly different skilled trades areas as required in a trade specialty issued by the City and County of Denver or the State of Colorado at the time of application, as needed or necessary per position requirements.

OR

A valid Master’s License issued by the State of Colorado or proper certificate issued by the City and County of Denver, as needed or necessary per position requirements.
OR

A valid Supervisor Certificate issued by the City and County of Denver, which incorporates permit pulling capability, and as needed or necessary per position requirements.

Disclaimer: Positions will not be classified within the Master Trades Worker classification for possession of the above mentioned licenses and/or certificates unless it is a bonafide duty and/or responsibility of the position.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
- Potential exposure to chemicals, gas
- Potential exposure to cold temperature, cold enough to cause bodily discomfort
- Potential exposure to cold weather conditions (indoor/outdoor)
- Potential exposure to conditions that affect the skin or respiratory system.
- Potential exposure to extreme temperature changes
- Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes
- Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
- Potential exposure to hazardous/toxic chemicals
- Potential exposure to hazards from electro/mechanical/power equipment.
- Potential exposure to hazards of steam and heat
- Potential exposure to heat temperatures, hot enough to cause bodily discomfort
- Potential exposure to hot and humid work environment
- Potential exposure to humid conditions with high moisture content to cause bodily reactions
- Potential exposure to infections and contagious diseases
- Potential exposure to odorous chemicals
- Potential exposure to the risk of blood borne diseases.
- Potential exposure to temperature changes: variations in temperature from hot too cold
- Potential exposure to toxic chemicals
- Handles emergency or crisis situations
- Noise sufficient to cause distraction or possible hearing loss
- Personal Safety: aware of surroundings, people, and events
- Pressure due to multiple calls and inquiries
- Subject to electrical and radiant energy hazards
- Subject to hazards of flammable or explosive gases
- Subject to injury from moving parts of equipment or vehicles
- Subject to precarious or high locations
- Subject to pressure for multiple calls, inquiries, and interruptions
- Subject to varying and unpredictable situations
- Subject to vibrations and strain on the body to cause bodily harm if endured daily
- Temperature Changes: variations in temperature from hot too cold.
- Temperature Changes: variations in temperatures from hot too cold when works in field
- Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
- Works in confined, uncomfortable or awkward locations
- Works in precarious or high locations.

### Level of Physical Demand

3-Medium (20-50 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Hazards: conditions where there is danger to life, body and/or health.
Hearing/Talking: hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing: exerting force upon an object so that it is moving from the person.
Reaching: extending the hand(s) and arm(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
Standing: remaining on one's feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot on uneven surfaces.
Walking: moving about on foot.
Written Comprehension.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record Licenses/Certification

<table>
<thead>
<tr>
<th>Assessment Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six (6) months.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade: J-622</td>
</tr>
<tr>
<td>FLSA Code: N</td>
</tr>
<tr>
<td>Management Level: 8</td>
</tr>
<tr>
<td>Established Date: 9/21/2018</td>
</tr>
<tr>
<td>Established By: Lori Schumann</td>
</tr>
<tr>
<td>Revised Date:</td>
</tr>
<tr>
<td>Revised By:</td>
</tr>
<tr>
<td>Class History:</td>
</tr>
</tbody>
</table>