



Office of Human Resources  
Master Trades Worker - CJ2559  
THIS IS A PUBLIC DOCUMENT

### 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.

### 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).  
 Handling: seizing, holding, grasping, or otherwise working with fingers.  
 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 arms(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

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: J-622**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**