



Office of Human Resources  
Multiple Trades Supervisor - CJ2562  
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### General Statement of Duties

Supervises multiple skilled trades workers in the operation, maintenance, and repair of City facilities and equipment.

### Distinguishing Characteristics

This class is distinguished from the trades level classifications such as: Carpenter, Plumber, Electrician, Painter, HVAC Mechanic, etc., in that this class supervises the above-mentioned subordinate classes and has multiple trades' licenses. This class is distinguished from the Manager I and Manager II level classifications in that it is a first-line supervisor classification.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

### Essential Duties

Plans, schedules, and coordinates work assignments; establishes goals and priorities for subordinate employees. Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher level managers or supervisors.

Assists in developing, recommending, coordinating, and implementing new policies and procedures.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Initiates and recommends disciplinary action for employees as necessary.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Delegates responsibility and authority to subordinate staff.

Assists in the development of the departmental budget(s); and, allocates resources within the supervised function area in accordance with work requirements and budget constraints.

Reviews contracted work for adherence; accepts, rejects, and/or modifies work and makes recommendations.

Coordinates projects that involve multiple trades areas.

Maintains work repair records/logs in order to track productivity and repair history.

Develops, recommends, and implements a maintenance schedule for all equipment.

Performs repair and maintenance work under the licenses held as needed by the department and may respond to emergency calls after hours or on weekends.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Some positions administer a snow removal program.

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**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and 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.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**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 budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of equipment and machinery for several maintenance and trades areas sufficient to be able to implement an equipment maintenance program.

**Education Requirement**

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

**Experience Requirement**

Three (3) years of experience as a journey-level skilled craft worker, or three years of experience in facility maintenance operations with customer service experience.

**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 a valid journey certificate of qualification as required in trades specialty issued by the City and County of Denver; or, possession of a valid journey license issued by the State of Colorado as required in trade specialty; or, a valid Master's License issued by the State of Colorado or proper certificate issued by the City & County of Denver which incorporates permit pulling capability; or, a professional designation in facility management from IFMA, BOMA, IREM, or IRDC at the time of application.

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

Labor and Trades Supervisor

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-810

**FLSA Code:** Y

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

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**