

Job Description

Position Title: Supervisor, Trades Specialists

Job Group: Facilities

Job Level Group: Supervisor

FLSA Status: Non-Exempt

Salary Grade: 06

Position Summary:

The Supervisor, Trades Specialist is responsible for performing various duties related to supervising and coordinating within the Trades departments. rains, schedules, and directs crews in an assigned area. Meets with internal customers, project managers, contractors, architects, and others to serve as a subject matter expert. Communicates College standards and expectations, reviews proposals, and plans specifications for jobs and projects. Performs a variety of administrative and staff functions.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and, making hiring, termination, and disciplinary recommendations; oversees work of contract personnel.
2. Plans, organizes, and supervises a designated work unit within the trades department; coordinating outside contractor projects including the input of data and the performance of office tasks in support of the computerized maintenance management system.
3. Estimates costs to complete jobs and maintains various records and files of time, labor, and materials used in projects; evaluates vendor bids and proposals and makes recommendations.
4. Responds to questions from faculty, staff, administrators, and the public regarding department services.
5. Develops and implements procedures for effective operations.
6. Oversees inventory and purchases supplies and equipment when needed; reads and interprets blueprints, drawings, and work orders to determine supplies, materials, and equipment necessary to complete projects.
7. Oversees and participates in the administration of the work unit budget to include preparing cost estimates and monitoring expenditures.
8. Assists in providing safety training; ensures staff adheres to safe work practices.
9. Develops, administers, and monitors project budgets. Interprets and applies local, State, and Federal laws, and regulations
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of regulatory compliance principles and practices
- Skill in budget/resource management
- Skill in coordinating and monitoring the work of others
- Skill in effective communication (both written and oral)
- Skill in independent decision making
- Skill in organization, coordination and management
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in problem solving
- Skill in program development and process improvement
- Ability to adapt and maintain professional composure in emergent and crisis situations
- Ability to develop and maintain effective and positive working relationships
- Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field
- Three (3) to Five (5) years of related experience
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours