

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BUILDING TRADES CREW LEADER

JOB DESCRIPTION

Employees in this job oversee the work of construction and maintenance projects on state properties such as office buildings, prisons, hospitals, and highways; and perform skilled trades work in at least two construction trades including: painting, carpentry, masonry, metal fabrication and erection, plastering, mechanical, plumbing, or electrical.

There is one classification in this job.

Position Code Title – Building Trades Crew Leader-E

Building Trades Crew Leader E10

This is the experienced level. Employees in this job lead work and/or oversee the work of lower-level trades people or prisoner crews. Employees exercise considerable independent judgment in making decisions without the availability of supervision.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assigns work to lower-level skilled trades people, Trades Helpers, Laborers, or prisoners.

Provides instruction and training in the proper methods to carry out construction and maintenance assignments.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Develops plans and estimates for construction and maintenance projects; including determining time, equipment, and human resources needed to complete the work.

Interprets blue prints and diagrams in order to plan material and labor needed to accomplish tasks.

Estimates cost of materials needed to accomplish tasks.

Maintains inventory, requisitions, and/or purchases supplies, materials, and tools.

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Inspects construction projects and/or other work products for conformity to specifications or codes by visual observance or by using gauges, meters, etc.

Performs journey level tasks assigned to two or more skilled trades.

Prepares written reports on ongoing projects and on the condition of machinery.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the standard procedures, practices, tools, and equipment of two or more skilled trades such as: painting, carpentry, metal fabrication and erection, masonry and plastering, plumbing, mechanical, heating/cooling, or electrical.

Thorough knowledge of building and construction codes which typically apply to the work assignment.

Thorough knowledge of the standard methods, materials, tools, and equipment of maintenance and construction trades.

Thorough knowledge of the occupational hazards and safety precautions of the various trades.

Some knowledge of employee policies and procedures.

Skill in the use of the tools of the construction and maintenance trades.

Ability to train, direct, and evaluate the work of others.

Ability to interpret and apply blueprints, schematics, maintenance manuals, and assembly instructions.

Ability to study and comprehend new technology.

Ability to make mathematical computations.

Working Conditions

Work may be performed from ladders or hydraulic lifts.

Some of the jobs require an employee to work in adversarial situations.

Some jobs require an employee to work on high structures.

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Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors, and be exposed to inclement weather, as well as in an office.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require travel.

Some jobs require direct contact with prisoners and patients.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs are located in a correctional, mental health, or hospital facility.

Physical Requirements

The job duties require an employee to bend or reach for extended periods.

The job duties require an employee to bend or stoop in confined spaces.

The job duties require an employee to climb ladders.

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

Educational level typically acquired through completion of high school.

Experience

Five years of experience in a skilled trade, including one year of experience equivalent to the E9-level in state service.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BLDGTRLDR

Job Code Description

Building Trades Crew Leader

Position Title

Building Trades Crew Leader-E

Position Code

BLDTRLDR

Pay Schedule

A31-013

ECP Group 1
Revised 7/1/06
EF