

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BUILDING TRADES SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of subordinate staff in a variety of repairs or maintenance of state buildings. The work requires knowledge of the principles, building codes, and materials of two or more trades, supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title – Building Trades Supervisor-1

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The employee serves as a first-line supervisor directing the work of subordinate trades staff.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Makes requisitions and/or purchases supplies, materials, and tools.

Confirms work specifications with building codes.

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Estimates cost of materials needed to accomplish tasks.

Studies blueprints and diagrams to plan materials and labor needed to accomplish tasks.

Inspects buildings and construction sites to determine materials and labor needs by visual observation, gauges, meters, and other test devices.

Conducts surveys and research to determine program needs and to develop more effective policies, practices, and procedures.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of selection techniques and good interview practices.

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations and appropriate labor contracts.

Thorough knowledge of the standard methods, practices, tools, and equipment of the various building trades.

Thorough knowledge of construction methods.

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

Ability to instruct and supervise employees and facility residents.

Ability to plan and design projects.

Ability to work from sketches, blueprints, and manuals.

Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work outdoors, and be exposed to inclement weather conditions and/or extreme hot or cold weather, as well as in an office or a laboratory.

Some jobs require travel.

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

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors, and extreme dust or dirt.

Some jobs require direct contact with prisoners and patients.

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

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

Some jobs require an employee to work on high structures.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to climb ladders.

Education

Educational level typically acquired through completion of high school.

Experience

Two years of experience equivalent to the experienced level in a recognized skilled trade or one year equivalent to a crew leader in a recognized skilled trade.

Special Requirements, Licenses, and Certifications

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 the Public Acts of 1996. This law does not apply to individuals employed by the Department of Corrections prior to March 25, 1996.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BLDTRDSPV

Job Code Description

Building Trades Supervisor

Position Title

Building Trades Supervisor-1

Building Trades Supervisor-1 (PP)

Position Code

BLDTSPV1

BLDTSPV1

Pay Schedule

NERE-069

NERE-017P

ECP Group 3
Revised 2/9/07
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