

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
BUILDING TRADES SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise construction work, building trades activities, and a variety of repairs or maintenance of state buildings and facilities.

Position Code Title - Building Trades Supervisor-1

Building Trades Supervisor 11

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

Position Code Title - Building Trades Supervisor-2

Building Trades Supervisor 12

The employee serves as a first-line supervisor coordinating and directing the work of subordinate trades staff in a complex work area. Complexity is determined by the application of criteria developed by the agency and approved by Civil Service. Criteria typically includes 3 or more trade areas, areas of responsibility, number and/or size of construction projects, and assigned budget.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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 related to the work.

Estimates costs and requisitions supplies, materials, and equipment.

Confirms work specifications with building codes.

Studies blueprints, sketches, and work to determine materials and equipment.

Inspects buildings and construction sites for conformity to specifications or codes.

Determines program needs and develops more effective policies, practices, and procedures.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of training and supervisory practices, policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of employee policies and procedures.

Knowledge of labor relations and appropriate labor contracts.

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

Knowledge of construction methods.

Knowledge of the occupational hazards and safety precautions of the building trades.

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

Ability to instruct and supervise employees and others.

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.

Working Conditions

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

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

Some jobs require an employee to work outdoors.

Some jobs require an employee to work from ladders, scaffolds, and platforms.

Some jobs require travel.

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

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

Physical Requirements

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

The job duties require an employee to climb ladders.

The job duties may require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Building Trades Supervisor 11

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.

Building Trades Supervisor 12

Three years of experience equivalent to the experienced level in a recognized skilled trade or two years of experience equivalent to a crew leader in a recognized skilled trade or one year equivalent to a Building Trades Supervisor 11.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

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-2

Position Code

BLDTSPV1

BLDTSPV2

Pay Schedule

NERE-069

NERE-072

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03/17/2024