

*Code: 0914*

*Title: TRADES MAINTENANCE FOREMAN*

**SUMMARY:** Leads and may supervise other employees providing specialized or advanced maintenance, repair, diagnosis or trouble-shooting, construction, fabrication and preventive maintenance. This requires advanced or highly specialized technical knowledge and abilities, and is distinguished from Trades Maintenance (TM) Supervisor, which performs additional administrative and management tasks and duties, to include preparation and monitoring of work-unit/project budgets, compiling and submitting reports of work-unit activities, and consulting with engineers, architects, contractors and facility managers for scheduling work to minimize disruptions or availability of services in assigned facilities. This classification is distinguished from TM Specialist-Senior by the need to exercise significant lead and supervisory responsibilities for other TM staff on an assigned shift or within a specialized work-unit.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

**In Most Settings:**

Participates, leads and may supervise skilled analysis and repair of equipment, systems and vehicles;  
Leads and may supervise technicians/specialists in highly skilled fabrication or modifications of existing or proposed equipment, facilities, systems or their components from verbal directions, sketches, plans, engineering drawings or technical references;  
Participates, leads and may supervise the inspection, service/maintenance of tools, equipment and vehicles;  
Performs quality control analysis on equipment or supported systems for proper functioning and direct remedial actions necessary to assure optimum operations;  
Maintains comprehensive activity, operations, service and usage records on vehicles, equipment and systems;  
Prepares and submits oral and written work-unit activity reports;  
Inspects, approves and (if certified or authorized) certifies the work of others;  
Prepares sketches and drawings for work proposed or in-progress to communicate needed information to supervisors, subordinates and/or contractors;  
Coordinates work-unit activities with other work-units, agencies or contractors to assure optimal use of available resources and to minimize disruptions of service or support;  
Directs proper storage, handling, use and disposal of hazardous materials required or encountered in activities;  
Assures work-units and staff maintain security and accountability for all tools, equipment and materials, particularly for work in medical, law enforcement, courts, detention or correctional settings;  
Maintains and correctly uses safety and personal protective equipment;  
Coordinates or provides required training of assigned staff in common and unique techniques and skills, safety and related topics;  
Directs implementation of work-site traffic control procedures to ensure safety;  
Directs collection, labeling, transportation and analysis of samples of fluids, solids, effluents and like materials encountered in work;  
May act as TM Supervisor for brief periods in their absence.

**Facility/Grounds Maintenance Settings:**

Supervises and participates in cutting, trimming, seeding, fertilization, and application of herbicides/pesticides to turf grasses, soils, trees and ornamental shrubs;

Identifies common and abnormal conditions and diseases of turf grasses, trees and ornamental shrubs and directs appropriate remedial actions;

Coordinates maintenance and construction activities with users and public groups to minimize disruptions of public use of recreational facilities and grounds and assure safety.

Vehicle/Equipment Maintenance Settings:

Test-drives vehicles or operates equipment to identify problems and verify their correction.

KNOWLEDGE & SKILLS:

Knowledge of:

- operation and maintenance of tools, equipment and materials encountered in area of assignment;
- operation and maintenance of testing and monitoring equipment common to skill, trade or area of specialization;
- effective supervision, training and communications techniques;
- Pima County Merit System Rules and Personnel Policies/Procedures;
- hazards, safety procedures or equipment required in the area of specialization or assigned work-areas;
- codes and standards applicable to the craft, trade, specialty or area of work assignment.

Skill in:

- applying complex technical skills to work situations;
- following written and oral instructions;
- preparing working sketches, drawings and estimates of resources required for assigned projects;
- interpreting and applying required codes or standards to work situations;
- maintaining written documentation of activities;
- leading, supervising and evaluating the work of others;
- conducting and coordinating specialized and on-the-job training in the skill, craft, trade or area of specialization;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of an industry-recognized apprenticeship program in the specific trade or craft appropriate to assigned duties and four years of journey-level experience in the same trade or craft, including one year of lead or supervisory experience in the trade, craft, skill or area of specialization;

OR:

(2) Six years of journey-level experience including one year of lead or supervisory experience in the trade, craft or operational area of required expertise;

OR:

(3) Four years of experience with Pima County as a TM Specialist or TM Specialist-Senior in the specific trade, craft, specialty or operational area of required expertise including one year of lead or supervisory experience (which may be concurrent with general experience).

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona Driver's License or Arizona Commercial Driver's License (CDL) with appropriate endorsement(s) at the time of appointment or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Some positions may require Arizona certification as an herbicide/pesticide applicator or backflow device inspector/repair person or installer, etc. at the time of appointment or prior to completion of an initial/promotional probation period.

Physical/Sensory Requirements: Some positions may require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat, humidity, dust, cold; safely wear required safety clothing and equipment; work with or in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions may carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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