



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Tradesworker Assistant	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Tradesworker	GRADE/RANK: Grade 8
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Assists tradesworkers as needed and performs semi-skilled to skilled labor in the plumbing, electrical, and carpentry fields. Assist with the completion of work orders and other assigned duties. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for maintenance and repair of city facilities and equipment;
- Basic knowledge of building systems - electrical, plumbing, carpentry and structural.
- Interior and exterior painting of facilities;
- Proper use of tools, materials and equipment necessary to perform the assigned jobs;
- Delivers appropriate equipment and materials to worksites;
- Ability to work independently and follow instructions provided by the Supervisor or Tradesmen;
- Willingness to attain training and education in all facility related trades;
- Reports and documents all safety and equipment related problems to supervisor; recommends action to correct;

- Requisitions equipment and material as needed;
- Responds to facility complaints;
- Works on special event projects and snow removal as needed;
- Assists other tradesmen as needed and;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of common facility maintenance practices, terminology and safety precautions;
- Knowledge of equipment, tools, and materials needed to complete typical job assignments;
- Ability to follow oral and written instructions;
- Ability to learn quickly and work unsupervised;
- Ability to repair small equipment such as vacuum cleaners, floor buffers and power tools, etc.;
- Basic knowledge of occupational hazards, Safety Data Sheets (SDS) and hazardous material storage and disposal practices and;
- Knowledge of basic computer skills in Microsoft Word, Excel and Outlook.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and basic experience in carpentry, plumbing or electrical trades.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license issued by the Commonwealth of Virginia with and a good driving record. May be required to work week-ends and holidays depending on City activities and special events. Position may be required to work in all weather conditions including extreme heat, cold, snow, ice and rain. Working knowledge of facility maintenance, building codes and applicable regulations.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 50 lbs of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires frequent repetitive tasks using gross and fine motor skills for hands and feet (operating clutch, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for driving, operation of machines, observing surroundings and activities and

ensuring safe traffic conditions. The Work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Tradesworker Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019