



## CLASS SPECIFICATION

Class Code: 60018351  
Date Established: 07/2017  
Last Reviewed: 12/2023  
Last Revised: 12/2023  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### TRADES SUPERVISOR

#### **DEFINITION**

Under general supervision, directs and oversees all the carpentry, facility signage, and painting activities within the County; performs the most complex carpentry and painting projects; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Five years progressively responsible work experience in the skilled trades of painting, carpentry, or a closely related construction trade; OR an equivalent combination of education and experience. The completion of a recognized apprenticeship in carpentry or painting may substitute for up to two years of the required work experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise, and direct the function and activities of the Carpentry Shop and the Paint Shop in a safe manner.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Develop cost estimates, and coordinate with vendors for contracted work; determine type and quality of materials required for projects and place orders with vendors.

Perform complex carpentry, facility signage, and painting projects.

Manage the carpentry and paint shops budgets; monitor and track expenditures.

Manage the work order system for the paint, facility signage and carpentry shop, including initiating work orders, closing out work orders, clearing duplicate work orders and communicating with customers on progress of work orders.

Maintain and prepare reports and records, including inventory records, work schedules, and annual labor, materials and equipment use and requirements.

Collaboratively work with and actively assist other departments and divisions within Washoe County; interact with customers exercising public relations regarding concerns or complaints.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Operations, policies, and procedures of the department.

Washoe County purchasing procedures, local vendors, and materials pricing.

Principles of budget preparation and fiscal monitoring.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

### **Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Comprehensive knowledge of methods, materials and equipment used in skilled paint, building signage, and carpentry work.

Work safety methods and procedures.

Building codes and regulations related to carpentry, painting, and building signage work.

Principles and practices of management and supervision.

### **Ability to:**

Perform a variety of more difficult skilled carpentry and painting work.

Read, interpret, and work from plans, drawings, and specifications.

Develop cost estimates and plan projects.

Skillfully use the tools and equipment of the trades.

Schedule work for maintenance and repair projects.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain effective and collaborative working relationships with co-workers, other agencies and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a variety of environments such as the outdoors, various County buildings/locations, construction areas, and a professional office environment. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust fumes, solvents and chemicals, dust, dirt, grease, and construction materials.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*