

Job Class Profile: Trades Worker I**Pay Level: CG-24 Point Band: 422-455**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	4	4	2	2	2	1	6	
Points	140	33	25	19	60	43	41	21	64	446

JOB SUMMARY

The Trades Worker I is responsible for maintenance, repair and troubleshooting work near the journey person level in the building, mechanical, plumbing and electrical trades to ensure efficient operation.

Key and Periodic Activities

- Performs plumbing repairs and maintenance on boilers, pumps, and compressors. Installs and repairs faucets, toilets and other plumbing fixtures.
- Installs and/or repairs offices, doors, windows, glass, locks, and office furniture such as desks, bookcases, shelving etc.
- Performs minor electrical work such as replacing light bulbs, tubes, ballasts, switches and light fixtures. Assists electricians in more advanced electrical repairs and maintenance such as pulling wire.
- Maintains building in good condition through preventative maintenance work such as painting, plastering.
- Performs masonry related duties such as repairs/replaces or installs brick, concrete blocks, paving stones, ceramic floors and wall tiles.
- Participates in the repair and troubleshooting of boiler systems.
- Operates power tools including table saws, electric drills, voltage meter etc.
- Completes work orders, filling building supply orders and delivering goods to applicable buildings.
- Ensures that all life safety systems such as fire alarms, extinguishers, emergency lighting, etc., are in working order. Responds when alarms are activated. Removes fire hazards and reports safety hazards.
- Performs annual maintenance checks on various pieces of equipment and/or building structure.
- May provide advice and guidance to new and existing employees.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of building, electrical, plumbing and/or mechanical trades.
- Safe Work Procedures.
- Life Safety Systems.
- Workplace Hazardous Material Information System.
- Occupational Health and Safety Regulations.
- First Aid.

Formal Education and/or Certification(s):

- Minimum: One year post-secondary course in a particular building, electrical, plumbing or mechanical trade.

Years of Experience:

- Minimum: 1 to 2 years experience in the building, electrical, plumbing or mechanical trades.

Competencies:

- Ability to apply established techniques to the completion of activities related to building, electrical, plumbing and electrical maintenance.
- Ability to operate machinery.
- Ability to repair or calibrate machinery.
- Ability to conduct analysis or assessment of issues.

Interpersonal Skills

- Interpersonal/communication skills used include listening to direction from manager, asking questions to determine repair requirements and occasionally providing information to other employees.
- Most significant contacts are with coworkers in the performance of daily work activities and with the supervisor for work assignment and direction.

EFFORT

Physical Effort

- The demands of the job occasionally result in fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs., is required occasionally for such tasks as carrying gyproc, moving furniture, lifting materials and tool boxes.
- Required to stand, walk, drive and climb for extended periods of time during work activities to bring materials to sites and to climb ladders to do repairs.
- Manual or physical activities include performing fine finger or precision work when using power tools that require accurate control and steadiness, using gross motor skills when performing cleaning and maintenance activities and maintaining physical balance when climbing on ladders, scaffolds, etc.

Concentration

- **Visual** concentration or alertness is constantly required when operating power tools, conducting inspections and performing repair work.
- **Auditory** concentration or strain includes listening to supervisor for direction, listening to machinery or equipment for unusual sounds or listening for leaks in pipes, etc.

- Other sensory demands include **smell** which is used to determine if anything is burning or to identify other odours that are present.
- **Alertness and concentration** are required when operating tools and machinery. **Higher than normal levels of attentiveness and/or alertness for the health and safety of others** is required to ensure that there are no fire or safety hazards present.
- **Time pressures, deadlines and lack of control over work pace** are experienced occasionally when required to perform emergency maintenance repair work or when a number of different jobs are required at the same time. Interruptions can occur when equipment malfunctions or when other priorities arise.
- **Exact results and precision** are required when working with power tools or performing carpentry work that requires precision cuts and fittings.

Complexity

- Work involves performing maintenance and repair work in the building, mechanical and electrical trades which are different and require the use of a range of skills and knowledge, however, tasks are typically well defined.
- A typical problem or challenge is diagnosing and repairing maintenance problems.
- Reference material to assist in addressing problems, challenges and issues include advice and support from supervisor, journeyperson trades workers, policies, procedures and guidelines and equipment maintenance manuals.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed in a highly structured environment and supervisory approval is required for most day-to-day decisions and activities.
- Discretion and independence of action may be exercised when dealing with emergency repairs, safety issues, ordering parts (provided three quotes are given) or in the absence of the supervisor.

Impact

- Work results can have a positive impact within the immediate work area, department, organization, and on customers/clients/patients/general public.
- Resources impacted include equipment, finances, facilities, health and safety and corporate image when the facility and equipment is maintained properly and no safety hazards exist.
- Mistakes or errors can result in delays in service delivery, health and safety issues for building occupants, damage to equipment, increased financial cost, etc.
- Errors are typically identified and resolved within hours of problem identification as most of the daily tasks are supervised and monitored by inspection or observation, mitigating the impact.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide advice and guidance to new or existing employees while working on specific projects.

WORKING CONDITIONS**Environmental Working Conditions**

- There is a requirement to wear safety equipment such as safety boots, glasses and safety harness if working on ladder or scaffolding.
- The likelihood of injury or illness resulting from hazards is limited as there are safety equipment and precautions in place to mitigate the risk.
- Exposed to dirt, dust, filth and garbage; odours; hazardous chemicals and toxic substances when performing maintenance repairs; bodily fluids and waste when performing plumbing work; dangerous heights when performing work on top of building; wet or slippery floors; electrical shocks when performing electrical work; and adverse weather conditions when working outside.