

Job Class Profile: Trades Worker III**Pay Level: CG-35 Point Band: 766-789**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	3	4	6	4	4	4	5	5	
Points	233	50	25	29	120	87	83	107	54	788

JOB SUMMARY

The Trades Worker III is responsible for supervising and performing skilled work at the journeyman level in one or more of the building mechanical, electrical or plumbing trades. Assigns, oversees and co-ordinates work of lower level journeyman trades workers, providing trade expertise and participating in the repair, maintenance and alteration of electrical, mechanical or plumbing systems and equipment.

Key and Periodic Activities

- Supervises and participates in the modification of existing structures or installation of new structures, equipment or systems, repair and maintenance of building systems, fixtures and equipment which includes reviewing the work of lower level journeyman trades workers on a daily basis for completeness and technical competency.
- Establishes and co-ordinates work schedules with others when planning and completing projects.
- Uses computer for word processing, computerized maintenance scheduling, project tracking and maintenance management, e-mail and the internet.
- Uses a variety of tools, equipment, measuring devices and test equipment to perform various testing.
- Reads and interprets drawings, blueprints, schematics and code specifications to determine layout of equipment installations.
- Calculates quantity of materials and supplies needed and prepares requisitions for Manager.
- Liaises and communicates with contractors on various capital and project work.
- Attends meetings with managers from different departments to discuss current and upcoming projects.
- Performs administrative duties such as maintaining records and preparing reports.

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

- Knowledge of the organizations structure and policies.
- Specific knowledge of mechanical, electrical or plumbing area.

- Knowledge of computerized maintenance management system.
- Knowledge of Microsoft Office Products.
- Technical knowledge of applicable codes, procedures and legislation.

Formal Education and/or Certification(s):

- Minimum: High School and Journeyman Certificate in an applicable trade from a recognized institution.

Years of Experience:

- Minimum: 5 years.

Competencies:

- Ability to co-ordinate a range of related work or project activities.
- Ability to troubleshoot equipment malfunctions.
- Ability to follow guidelines and procedures.
- Ability to operate various types of precision tools.
- Ability to operate a computer to prepare documents or access databases.

Interpersonal Skills

- A range of interpersonal skills are used to listen and gather information, ask questions to get information, provide information and direction to others, gain the co-operation of others to complete work, and instructing/teaching/training in safe work practices and more efficient ways to work. Skills are most frequently used to listen and provide support to employees and with outside representatives/technical support people.
- Communications occur with employees in immediate work area, own department and other departments within the organization and customer/clients/general public/patients; supervisors/managers, sales representatives, suppliers or contractors and other municipal, federal or provincial government representatives.
- The most significant contact is with employees (listen to their concerns), and supervisor (keep up to date on issues that may need attention).

EFFORT

Physical Effort

- Demands of the job occasionally result in fatigue, requiring periods of rest.
- Constantly required to lift less than 10 lbs., regularly required to lift objects up to 25 lbs., and occasionally required to lift objects up to and over 50 lbs., (electric motors, bending conduits, steel doors, gyproc, plywood, etc.).
- Occasionally required to sit, stand, walk, climb and drive to perform work activities; work in cramped/small spaces repairing building systems and equipment, using gross motor skills and regularly maintaining balance while climbing ladders and reaching overhead to make repairs (junction boxes, circuits). Work demands require a need for strength and/or endurance in the job.
- Physical effort may include occasionally using fine finger or precision work (typing work orders and equipment history into computerized maintenance systems), and using hand tools that require accurate control and steadiness (pliers, screwdrivers, electrical tools).

Concentration

- **Visual** concentration may include monitoring of machinery functioning at high speeds, reading and interpreting complex equipment manuals, staring at a computer screen, troubleshooting equipment/repairs, and wiring schematics.
- **Auditory** concentration may include listening to multiple stakeholders and listening for the correct operation of machines/equipment (worn bearings). Also may be difficult to hear as a result of noise from saws and other machinery.
- Other sensory demands may include detecting a component that may be burning or having excessive friction or identifying sewer problems (**smell**).
- Concentration effort may include working on various components of machinery and/or equipment. Additionally, may have to respond **to time pressures and may not have control over work pace** during emergency maintenance situations. Medical equipment is always in demand and cannot be down for extended periods.
- **Exact results and precision and eye/hand co-ordination** (soldering electronic boards, splicing electrical connections, safety checks on all patient equipment, voltage/resistance checks on critical equipment, calibration of equipment such as pressure controls and thermocouple reader, and table saws and routers etc.) is required.

Complexity

- Tasks tend to be different and unrelated, calling upon a broad range of skills and knowledge to define new problems and their solutions. Tasks are generally diverse involving a wide variety of responsibilities and situations.
- Typical challenges include troubleshooting problems with building, mechanical, electrical and plumbing systems such as phones not working, safety bed monitors not working, no hot water in long term or acute care buildings, patient lift not working, kitchen or laundry equipment not working to emergency vehicles not starting.
- Other challenges involve co-ordinating work schedules with other departments in order to gain access with minimum downtime to services.
- Problems tend to require problem definition and analysis and the development of solutions. Reference material and advice from coworkers and supervisors are available to assist in solving problems. As well, policies and procedure manuals and external documents such as equipment manuals, National Electrical Code, National Building Code are available. Sometimes manuals are not available and then must research solutions on the internet.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled as there are preventative maintenance procedures in place, especially for critical equipment.
- Decisions can be made with regards to corrective action for machinery breakdowns, materials required, ability to determine if expert advice is needed, and call back extra staff.
- Formal approval is required for major renovations or purchases, re-scheduling of major maintenance requirements, overtime and overhaul of equipment.
- Generally unsupervised in most of the daily tasks.

Impact

- Generally has impact within immediate work area, within department and organization, on customers/clients/general public.
- Resources impacted include equipment (electrical errors can cause damage to resulting equipment), processes and system (HVAC, fire alarm systems, etc.), finances (repairs not being done in a timely manner can result in thousands of dollars in damage resulting in equipment being ruined), material resources (ordering materials not required for projects), health and safety (fire alarm systems working properly to ensure client and employee safety) and corporate image (distribution in services if flooding occurs from plumbing problem).
- Consequence of error that could occur is repairing patient lifts or chairs improperly can put patients and staff at risk for serious injury or an incorrect wiring can lead to equipment damage or fire.
- Problems or errors are generally detected by other employees or supervisors, and addressed with hours of identification.

Development and Leadership of Others

- Has supervisory responsible for a medium size work group (5 to 10 employees).
- May act as a technical mentor for apprentices.

WORKING CONDITIONS**Environmental Working Conditions**

- Required to wear safety vests, arc flash clothing, hardhats, safety goggles, filter mask, breathing apparatuses, safety gloves and steel toe boots when working. Must also follow safe work practices and be trained in fall protection, transportation of dangerous goods, WHMIS, arc flash, etc. While working on heights above 10 feet, a full body harness and lanyards must be used.
- The likelihood of injury or illness resulting from hazards is limited as there are safety equipment and precautions in place to mitigate the risk.
- Regularly exposed to dirt, dust and filth, fumes, odours, wet or slippery conditions, sharp objects, hazardous chemicals, electrical shocks, awkward or confining workspaces, and occasionally exposed to radiation, limited ventilation and lighting, dangerous heights or depths, isolation and temperature extremes.