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| <b>Clayton County</b>                                       |  |
| <b>Title: Trades Specialist</b><br><b>Class Code: BM040</b> |                                                                                    |

### **Purpose of Classification**

Performs skilled trades work in the maintenance and repair on County owned buildings and facilities. Employees in this class focus primarily on carpentry and structural maintenance work (ceilings, walls, flooring, etc.); and as assigned perform maintenance tasks involving other trades specialties such as electrical and mechanical repair.

### **Essential Functions**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs maintenance and repair work on County buildings, facilities, and structures; completes work and ensures structural safety, aesthetics, proper functioning and operations, and compliance with applicable standards, policies, and practices.

Performs varied carpentry work to include building and installing cabinets, countertops, and shelving; constructing and replacing door and window framing; hanging drywall; repairing plaster; repairing furniture, etc.

Performs preventive maintenance and replacement on building furnishings, interiors and exterior structures, such as replacing ceiling tiles, repairing roofs; installing siding; repairing light fixtures, installing and replacing carpet and flooring; replacing windows and doors, framing structures, pouring concrete, etc.

Performs preventive maintenance on heating, ventilation and air conditioning (Mechanical), electrical and plumbing systems.

Operate various types of hand tools, power equipment, and machinery in the performance of varied skilled trades work. Maintains and performs preventive maintenance on tools and equipment.

### **Additional Functions**

Keeps work sites and supply areas clean.

Performs other related duties as required.



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### **Minimum Qualifications**

High school diploma or GED preferred; supplemented by one (1) year of experience performing carpentry and/or building maintenance work; or any equivalent combination of education, training, and experience. Must possess and maintain a valid Georgia driver's license.

### **ADA Compliance**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, and toxic agents.

