



COUNTY OF GALVESTON

CLASSIFICATION TITLE: **Trades Assistant**
DEPARTMENT: Beaches and Parks
REPORTS TO: Trades Supervisor

BP/16

PAY GRADE: 10
PAY STEP: _____

Date Created: August 1, 2002
Date Revised: _____

Approved by: _____
Approved by: _____

FLSA STATUS: ___ Exempt X Non-Exempt **Bi-Weekly: \$ 1,047.62** **Salary: \$ 27,238.23**

POSITION SUMMARY: This position provides assistance to Trades Division personnel in carpentry, painting, pesticide application, heavy equipment operation, and electrical system repair and maintenance.

ESSENTIAL FUNCTIONS

Performs maintenance and repair work on park plumbing systems, including sinks, faucets, commodes, shower valves and heads, sprinkler systems, and water fountains.
Estimates replacement costs for plumbing fixtures.
Assists skilled trades personnel in carpentry, painting, pesticide application, heavy equipment operation, and electrical system repair and maintenance, as requested or required.
Operates septic pump truck.
Repairs broken water lines above and below ground.
Operates heavy equipment including dump truck, haul truck, backhoe, and bobcat.
Maintains and inspects park playground equipment.
Inspects assigned vehicle and performs preventative maintenance and minor repair.
Maintain inventory of plumbing supplies.
Prepares daily activity log and weekly worksheets.
Provides assistance to other department employees in acquiring their commercial driver's licenses.
Reads and interprets blueprints.
Performs other related duties as assigned.

REQUIRED KNOWLEDGES AND SKILLS

Thorough knowledge of tools and equipment used in the maintenance and repair of plumbing systems.
Thorough knowledge of Galveston County geography.
Working knowledge of the operation of equipment and machinery used in department activities including hand tools (i.e. pipe cutter, PVC saw, wrench), light equipment (i.e. power drill, skilsaw), and heavy equipment (i.e. backhoe, bobcat, septic pump truck).
Working knowledge of the purposes, principles, terminology, and practices employed in carpentry, painting, pesticide application, heavy equipment operation, and electrical system repair and maintenance.
Working knowledge of various types of lumber, hardware, and tools used in carpentry.
Working knowledge of county department operations, organization, accountability, and responsibility.
Working knowledge of administrative planning and supervision as it applies to the functions of the position.
Sufficient knowledge of local and state law, procedures, and policies as they relate to the mission of the department so as not to be in violation of them.
Skill in reading and interpreting blueprints.
Skill in performing mathematical operations.
Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed while sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color. The work is typically performed in an office or in the field where the employee may be exposed to excessive noise, dust, dirt, grease, irritating chemicals, machinery with moving parts, and cold or inclement weather. The work requires the use of protective devices.

SUPERVISORY RESPONSIBILITY

This position may exercise functional supervision over part-time employees as assigned.

MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.