



City of Brandon Job Description			
Job Title:	Trades Worker		
Division:	Operational Services Department		
Department:	Public Works		
Section:	Building Maintenance	Affiliation:	CUPE
Reports To:	Chargehand-Building Maintenance	Status:	Permanent
Job Class:	Trades Worker	Level Cap:	2

PURPOSE OF POSITION

To participate as part of a work group that performs skilled construction and maintenance work in all trade areas at City owned facilities.

TYPICAL DUTIES AND RESPONSIBILITIES

Building Maintenance

- Ensures City owned facilities are maintained to high safety standards;
- Carries out the City’s preventative maintenance program for City facilities;
- Performs any necessary maintenance and repairs in facilities;
- Troubleshoot and perform minor repairs on plumbing and electrical systems which do not require a journeyman;
- Maintenance duties will include carpentry, plumbing, electrical, painting, and general mechanical repairs which do not require a journeyman level;
- Assists with renovations, relocations, and event set up for activities held in City facilities, including moving heavy furniture, equipment and supplies;
- Purchases supplies and equipment, maintains necessary log books and journals, and complete relevant documents for the building maintenance operation.

Traffic Control Maintenance

- Ensures all City traffic signs and lights are in appropriate condition and proper locations;
- Constructs and arranges necessary barricades, traffic detours, or closures at their construction sites and for parades and events taking place in the City;
- Displays decorations and banners throughout the City streets at designated times of the year.

General Operations

- Guides employees in the safe operations of equipment and the rules and regulations required to perform the operations of the Section and ensures others are trained and work in a safe environment;
- Carry out the work of other Trades Workers in the Operations Department;
- Maintains any documents or records required for the Section.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Demonstrated team building skills including interpersonal, communication, and problem solving skills;
- Demonstrated skill in the use of hand and power tools, motorized vehicles, and small machinery (loaders, scissor-lift, forklift);
- Demonstrated basic skills in carpentry, plumbing, electrical and machinery;
- Demonstrated ability to comprehend construction and design drawings and plans as they relate to the position duties;
- Result oriented focusing on team goals;
- Demonstrated basic computer skills to use mobile devices to manage work, by entering and updating work orders on City Works.

KNOWLEDGE

- Knowledge of occupational hazards and safety precautions associated with a variety of trades;
- Working knowledge and familiarity with the tasks and duties associated with various journeyman trades;
- Applied knowledge of workplace safety and health procedures.

ABILITIES

- Ability to problem solve, analyze issues, and plan and organize duties and projects as related to building maintenance responsibilities;
- Ability to understand, record, and apply oral and written instructions;
- Ability to document work activities and prepare required reports or work orders;
- Ability to safely and effectively operate various hand and power tools, small equipment, vehicles, and snow removal machinery and ensure for the safety of others;
- Willingness to adapt to new technological changes and improvements;
- Willingness to participate in training and self-development programs.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Must possess and maintain a valid Class 5 Province of Manitoba driver's licence;
- Two (2) years' experience performing building maintenance tasks of basic carpentry, plumbing, electrical and mechanical repairs.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Ability to obtain and maintain a valid Class 3 with Air Manitoba Driver's License;
- Course work or development programs in the trades are an asset.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Trades Worker are carried out in a variety of facilities throughout the City.

- Uses hands, arms shoulders to lift, carry, and operate light and heavy equipment (daily);
- Sits, stands, walks, bends, crouches and kneels (daily);
- Participate in tasks involving equipment operation, coordination, and precise motor skills (daily);
- Work extended hours or shift work (occasionally).

PSYCHOLOGICAL/STRESS CONDITIONS

The Trades Worker's work load and environment does not generally increase employee emotional or stress levels.

- Deadlines or adjustments in duties as a result of changing priorities or weather conditions (frequently);
- Responsible for projects including budget implications (occasionally);
- Upset customers on the telephone or in person (occasionally).

WORK CONDITIONS

The Trades Worker works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily);
- Self-motivated and quality driven to perform independent projects and facilitate team goals (daily);
- Works in all types of weather conditions (daily);
- Works in areas of confined space, heights, and adverse odours (frequently);
- On call to manage emergency situations, scheduling problems and operations needs (occasionally);

NOTE: The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____