

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

BUILDING TRADES CREW LEADER

JOB DESCRIPTION

Employees in this job oversee the work of construction and maintenance projects on state properties and perform skilled trades work in at least two construction trades including: painting, carpentry, masonry, plastering, metal fabrication and erection, mechanical, heating/cooling, plumbing, or electrical.

Position Code Title - Building Trades Crew Leader-E

Building Trades Crew Leader E10

This is the experienced level. The employee performs a full range of building trades assignments and uses independent judgement to make decisions in specific work situations. The employee functions as a crew leader overseeing the work of lower-level trades people, trades helpers, prisoners, and/or others.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Assigns work to crew members.

Instructs and trains crew members in proper methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Develops plans and estimates for construction and maintenance projects including determining time, equipment, and human resources needed to complete the work.

Studies blueprints, sketches, and work orders to determine materials and equipment.

Requisitions supplies and materials.

Inspects construction projects and/or other work products for conformity to specifications or codes.

Performs journey-level tasks of two or more skilled trades.

Evaluates the condition of machinery; and cleans and maintains tools and equipment.

Prepares and maintains logs, records, and reports related to the work.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level.

Knowledge of the standard procedures, practices, tools, and equipment of two or more skilled trades including: painting, carpentry, masonry, plastering, metal fabrication and erection, mechanical, heating/cooling, plumbing, or electrical.

Knowledge of building and construction codes applicable to the work.

Knowledge of the standard methods, materials, tools, and equipment of maintenance and construction trades.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Skill in the use of the tools and equipment of the construction and maintenance trades.

Ability to train and oversee the work of others.

Ability to follow blueprints, specifications, and instructions.

Ability to prioritize, organize, and coordinate the work of the unit.

Working Conditions

Some jobs require an employee to work in tunnels and confined spaces.

Some jobs require travel.

Some jobs are located in a correctional, mental health, or hospital facility.

Some jobs require an employee to work from ladders, scaffolds, and platforms.

Some jobs require an employee to work outdoors.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to climb ladders.

The job duties may require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Building Trades Crew Leader E10

Five years of experience in a skilled trade, including one year of experience equivalent to the E9-level in state service.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

BLDGTRLDR

Job Code Description

BUILDING TRADES CREW LEADER

Position Title

Building Trades Crew Leader-E

Position Code

BLDTRLDR

Pay Schedule

A31-013

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03/17/2024