

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Correctional Trades Leader

Definition

Performs journey-level work in one or more of the established building (carpentry, painting, plumbing, electrical, masonry, etc.) and mechanical/repair (air conditioning/heating, auto mechanics, machine tool, upholstery, welding, etc.) trades and leads inmate workers in the maintenance and repair of buildings, equipment and machinery at a state correctional institution; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions, and reassignments.

Cuts wire or conduit and drills holes in walls, floors or ceiling for electrical connections.

Replaces defective switches, wiring and related electrical fixtures.

Fabricates and repairs counters, benches, partitions and other wooden structures by using saws, braces and related carpenter's tools.

Paints walls, floors, woodwork and fixtures by using spray guns and brushes.

Replaces and repairs brick and plaster walls by using trowel and level.

Connects water supply and drainage lines to sinks, showers, bathtubs and toilets.

Opens clogged drains and replaces washers and pipes by using wrenches and related plumbing tools.

Repairs broken or cracked metal parts by setting up and operating welding equipment.

Scrapes, files and grinds welded parts by using grinders, emery cloth and hand files.

Repairs or rebuilds upholstered furniture by using hand tools and applying fabric and upholstery methods.

Installs, services and repairs small window air-conditioning units.

Does preventative maintenance and repairs/overhauls automobiles, trucks and related equipment.

Makes repairs to refrigeration and heating equipment.

Does general masonry work, tuck points and rebuilds concrete walls and steps.

Initiates purchase orders for replacement parts and supplies.

Competencies Required

Knowledge:

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Rate Control – Time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Operation and Control – Controlling operations of equipment or systems.

- Operations Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others' actions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Four years of full-time work experience in one or more of the recognized building (e.g., carpentry, painting, plumbing/pipefitting, electrical and masonry) and mechanical/repair (e.g., air conditioning/ heating, auto mechanics, upholstery and welding) trades.
- 2) A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in a recognized building and mechanical trade for each year of the required experience.
- 3) Current, continuous experience in the state executive branch that includes one year of full-time work as a Furniture Upholsterer, Mason, Maintenance Repairer, Carpenter 1 or 2, Painter 1 or 2, Plumber 1 or 2, or Welder.

Notes

Within a period of time as determined by the appointing authority, persons in this class may be required to obtain a license to perform electrical work in accordance with Chapter 103, Iowa Code.

Designated positions in this job class require applicants to obtain the required commercial driver's license and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective date: 06/23 KC