

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
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 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 of practices, methods and processes and the usage of tools and equipment utilized in building and mechanical trades work.

Knowledge of correctional institution policies and procedures governing security, sanitation and safety.

Knowledge of the tools, materials, and practices of the electrical trade.

Ability to read and interpret blueprints, diagrams, sketches and other guidelines pertaining to building and mechanical trades work.

Ability to plan and layout work, determine cost estimates and maintain records associated with building and mechanical trades work at correctional institutions.

Ability to lift, push and pull objects of varying weights, sizes and shapes associated with trades work.

Ability to direct the work of inmate workers in building/mechanical trades activities and enforce disciplinary, safety, security and custodial measures governing inmates in a correctional institution.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to four years of full-time work 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;

OR

an equivalent combination of education and experience, substituting thirty semester of post high school education from an accredited college or university with major course work in a recognized building and mechanical trade for each year of the required experience;

OR

employees with current continuous experience in the state executive branch that includes one year of full-time experience as an, Furniture Upholsterer, Mason, Maintenance Repairer, Carpenter 1 or 2, Painter 1 or 2, Plumber 1 or 2 and Welder.

SPECIAL REQUIREMENT

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.

NOTE

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: 04/10 DDF