

TENTATIVE

Occ. Code 7120000

TRADES GENERALIST, GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

A Trades Generalist performs journey-level work in one trade, and skilled and semiskilled level work in a combination of other trades in the repair and maintenance of facilities and equipment. Incumbents frequently supervise others in maintenance, repair, installation and construction activities.

DISTINGUISHING CHARACTERISTICS

A Trades Generalist functions as a skilled worker in a primary trade, and also performs a variety of skilled and semiskilled activities in one or a combination of other related trades in response to maintenance program requirements. All positions are in the non-competitive jurisdictional class.

Trades Generalists are assigned either to a small State facility where the incumbent functions in the only journey-level maintenance position, or where the organization of work and the maintenance program require the flexibility afforded by this classification. Incumbents of positions in this latter setting may work with

individuals whose positions are classified according to specific trades. Trades Generalists, like other journey-level positions, plan and lay out construction, repair and maintenance projects.

RELATED CLASSES

The specialized trades titles of Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Specialist (Plumber & Steamfitter) or Service & Repair Mechanic (Motor Equipment) are distinguished from Trades Generalist by the performance of journey-level work in a single trade generally on a full-time basis.

A Maintenance Assistant performs semiskilled maintenance, repair and related activities, and under direction may perform many of the same maintenance tasks as an artisan in one or a combination of crafts, usually under the supervision of an artisan.

ILLUSTRATIVE DUTIES

The services performed by Trades Generalists vary from position to position so that the listing of specific activities and tasks is impracticable. However, Trades Generalists have one responsibility in common, that of performing a variety of

skilled and semiskilled maintenance, repair, installation and construction tasks in the mechanical, building, motor equipment and electrical trades.

Classification standards describing the activities and tasks performed by specialized trades include Trades Supervisor (Carpenter), Occ. Code 7120200; Trades Specialist (Carpenter), Occ. Code 7120100; Trades Specialist (Electrician), Occ. Code 7120120; Service & Repair Mechanic (Motor Equipment), Occ. Code 7347130; Trades Specialist (Plumber & Steamfitter), Occ. Code 7120160; and Trades Specialist (Mason & Plasterer), Occ. Code 7120150.

Classification standards describing other classes involved in maintenance, repair and related activities include Maintenance Assistant, Occ. Code 7202000; and Facility Operations Assistant 1, Occ. Code 3010100.

INDEPENDENCE OF OPERATION

Trades Generalists are supervised by higher level trades positions such as Trades Supervisor (Carpenter), Maintenance Supervisor 1, 2 or 3, or a program administrator with varied responsibilities in addition to facilities and equipment maintenance and repair. Generally, work priorities are prescribed, material is furnished, the nature and extent of the work to be performed is given, and detailed plans, diagrams, and specifications are provided. However, a Trades Generalist may be required to work from rough sketches or from oral instructions.

Although the work of a Trades Generalist is inspected periodically by the supervisor, incumbents are expected to work with considerable independence as is typical of a craftsperson.

COMMUNICATION

The nature of a Trades Generalist's activities generally restricts relationships to employees working within the same organization unit including craftspersons in other trades. On occasion, however, incumbents may be expected to orally communicate with administrators and others in an agency or State facility on the reasons why work is being accomplished in the manner selected.

Trades Generalists frequently supervise a maintenance staff. Such relationships are characterized by frequent oral communications in assigning work and providing instructions. Written and oral communications with the general public are not typical of this class. Although incumbents may have frequent verbal relationships with others, the tasks of this class are predominantly thing-oriented and the involvement with others is not a factor in determining its classification.

SUPERVISION EXERCISED

A Trades Generalist frequently supervises a subordinate maintenance staff

and/or persons for whom the State has custody or responsibility in making assignments, giving instructions, and observing and inspecting work performed to ensure that instructions have been followed and that the quality of the work is satisfactory.

MINIMUM QUALIFICATIONS

Non-competitive: four years of full-time experience in a trade under a skilled journey level worker which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in a trade or training gained by the completion of technical courses in a trade at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.