

TENTATIVE

Occ. Code 7120230

TRADES SUPERVISOR (MASON & PLASTERER), GRADE 14

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Supervisors (Mason & Plasterer) supervise masons and plasterers and others in the construction and repair of buildings and structures involving the use of a variety of masonry materials, including brick, stone, plaster and concrete.

DISTINGUISHING CHARACTERISTICS

A Trades Supervisor (Mason & Plasterer) is a working supervisor of skilled journey-level masons and plasterers and semiskilled and unskilled positions in the masonry and plastering trades, and occasionally other trades such as carpentry. Incumbents assign staff to a project, plan and lay out work, provide assistance and instruction, and inspect work. All positions are in the non-competitive jurisdictional class.

In State facilities in which the volume of work in any single trade is insufficient to warrant a specified trade supervisor position, a Maintenance

Supervisor 1 supervises positions in various trades at the skilled, semiskilled and unskilled levels.

RELATED CLASSES

Employees engaged in supervising other building and maintenance trades positions performing specialized activities are classified under a variety of titles such as Trades Supervisor (Electrician), Trades Supervisor (Carpenter) and Trades Supervisor (Plumber & Steamfitter).

ILLUSTRATIVE DUTIES

A Trades Supervisor (Mason & Plasterer) performs the activities and tasks listed in the Classification Standard for Trades Specialist (Mason & Plasterer), Occ. Code 7120150.

In addition, a Trades Supervisor (Mason & Plasterer) supervises and plans the work for a subordinate maintenance crew of skilled, semiskilled and unskilled employees.

- Examines blueprints and sketches to determine dimensions, material and labor requirements to accomplish the project, and orders the required materials and supplies.

- As required, prepares rough sketches or plans to scale from verbal or written instructions.
- Assigns staff to each project providing oral instructions, blueprints or sketches, and interprets specifications and blueprints as required.
- Meets with supervisor of (representing) other trades involved in the project to coordinate activities and schedule work to be performed to ensure that the work continues and will be completed on schedule.
- Observes and inspects projects while in progress and when completed to ensure the work is complete on schedule and according to plan.
- Inspects work performed by outside contractors to ensure conformance with project specifications.
- Keeps written records of work performed and accounts for labor and material used.
- Periodically prepares standard written evaluations of the work performance of subordinate staff.

INDEPENDENCE OF OPERATION

Trades Supervisors (Mason & Plasterer) are generally supervised by higher-level trade positions such as a Maintenance Supervisor 3 or 4 who assign projects and provide blueprints, plans and oral instructions.

Although the projects under the supervision of a Trades Supervisor (Mason & Plasterer) are inspected periodically by the supervisor, incumbents work with considerable independence as is characteristic of the trade.

COMMUNICATION

Trades Supervisor (Mason & Plasterer) activities are characterized by frequent oral instructions in assigning work and giving instructions, and supervising a subordinate crew. Oral communications are also conducted with supervisors in other trades working on a project. Written progress reports following a standard format are prepared periodically for the supervisor on the projects under way.

On occasion a trades Supervisor (Mason & Plasterer) may be expected to orally communicate with administrators and others to explain the project in terms of what has to be done and when it will be completed.

SUPERVISION EXERCISED

Trades Supervisors (Mason & Plasterer) supervise a staff by assigning work, giving instructions and assistance, and observing and inspecting the project to ensure the plans have been followed and schedules met.

MINIMUM QUALIFICATIONS

Non-competitive: one year of experience as a skilled journey level mason subsequent to the completion of an apprenticeship or equivalent training and experience.

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.