

TENTATIVE

Occ. Code 7120240

TRADES SUPERVISOR (PLUMBER & STEAMFITTER), GRADE 14

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Supervisors (Plumber & Steamfitter) supervise plumbers and steamfitters and other workers engaged in the installation, alteration and repair of pipes, fittings and fixtures of heat ventilating, heat control, water and drainage systems. Incumbents are working supervisors and may perform any of the tasks in the plumber and steamfitter trades. Such activities are covered in the classification standard for Trades Specialist (Plumber & Steamfitter), Occ. Code 7120160.

DISTINGUISHING CHARACTERISTICS

A Trades Supervisor (Plumber & Steamfitter) is a working supervisor of skilled journey-level plumbers and steamfitters and semiskilled and unskilled positions in the plumber and steamfitter trades, and occasionally other related trades such as welding, refrigeration and machinist. Incumbents assign staff to a project, plan and lay out work, provide instruction and assistance, 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 specialized supervising trade 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 (Mason & Plasterer).

ILLUSTRATIVE DUTIES

A Trades Supervisor (Plumber & Steamfitter) performs the activities and tasks listed in the classification standard for Trades Specialist (Plumber & Steamfitter), Occ. Code 7120160.

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

- Examines blueprints, schematic drawings and sketches to determine the material, tool and labor requirements to accomplish the project and orders the required materials and supplies.
- Assigns staff to each project providing oral instructions, blueprints or sketches and interprets specifications or blueprints as required.
- Meets with trade supervisors and others 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 work in progress to ensure that the project will be completed on schedule and according to plan.
- Inspects plumbing and steamfitting work during installation and when completed for conformity to specifications or codes.
- Inspects work performed by outside contractors to ensure conformance to project specifications.
- Keeps written records of work performed and accounts for labor and materials used.

- Periodically prepares standard written evaluations of the work performance of the subordinate staff.

INDEPENDENCE OF OPERATION

Trades Supervisors (Plumber & Steamfitter) are supervised by higher-level trades positions such as Maintenance Supervisor 3 or 4 who assign projects and provide blueprints, plans and oral instructions. Generally, work priorities are prescribed and detailed plans and drawings are provided, although incumbents may be required to work from rough sketches or oral instructions.

Although the projects under the supervision of the Trades Supervisor (Plumber & Steamfitter) are inspected periodically by the supervisor, incumbents are expected to work with considerable independence as is characteristic of the trade.

COMMUNICATION

Trades Supervisor (Plumber & Steamfitter) activities are characterized by frequent oral communication in assigning work, giving instructions and supervising a subordinate maintenance 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 (Plumber & Steamfitter) 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 (Plumber & Steamfitter) supervise a staff by assigning work, giving instructions and assistance, and observing and inspecting the project to ensure that plans have been followed and schedules met.

MINIMUM QUALIFICATIONS

Non-competitive: one year of experience as a skilled journey-level plumber and/or steamfitter 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 to 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.