



## **SPECIALIZED TRADES AND CONSTRUCTION JOB FAMILY**

### **CAREER PATH**

#### **Specialized Trades Assistant**

This is a first-level vocational position specializing in areas such as electrical; heating, ventilation, and air conditioning (HVAC); electronics; carpentry; concrete and masonry; welding; plumbing; and/or painting. Duties may include basic manual tasks that can be learned with short on-the-job training. This position may also assist skilled employees and follow specific and detailed procedures and practices as instructed. Tasks performed require use of basic tools and equipment under supervision.

#### **Knowledge, Skills, and Abilities**

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of specialized trades and construction, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate successful operation and use of designated trades and construction equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to lift, move, and/or carry 50 pounds.

Ability to work long hours while standing.



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Ability to work outdoors and in inclement weather.

Ability to position self and equipment necessary to perform duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

No education or experience is required.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

### **Necessary Special Requirements**

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

**Pay grade:** 23

**FLSA Status:** Non-Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 07/01/2024

**Reviewed:** 07/01/2024

**Revised:** --