

### **Job Family Description**

Jobs whose primary duties generally involve specialized manual skills, other than Facility Services. Individuals in this family may operate and/or maintain specialty equipment; install, maintain, run diagnostic processes, provide creative skills, and perform repairs.

SC1601	<b>Trade Svcs I</b>	Grade 201
--------	---------------------	-----------

#### **Level Definition:**

Perform work at the entry level under the guidance of supervisor or other more experience staff. May involve the preparation, operation, and maintenance of equipment.

#### **Knowledge Skills & Abilities**

Knowledge of appropriate techniques and procedures to do the job. Ability to accurately follow both written and verbal directions. Ability to apply general rules to specific problems. Ability to complete work assignments accurately, timely, and with attention to detail. Basic knowledge of and ability to use tools necessary for assigned work. Knowledge of applicable safety requirements.

#### **Minimum Education & Experience**

Ability to demonstrate equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify education, certifications, experience and/or additional qualifications depending on the position to be filled.

SC1602	<b>Trade Svcs II</b>	Grade 202
--------	----------------------	-----------

#### **Level Definition:**

Work at this level involves performing minimally complex assignments related to operation and maintenance of equipment and/or grounds, or assistance to individuals all under supervision. Some positions may involve providing training or technical guidance to others.

#### **Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to interact with others in professional manner.

#### **Minimum Education & Experience**

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, and/ or qualifications depending on the position to be filled.

SC1603	<b>Trade Svcs III</b>	Grade 203
--------	-----------------------	-----------

**Level Definition:**

Work at this level involves independent performance of installation, repair, or maintenance of a basic nature or performance of more complex work under closer supervision. Fully qualified to perform assigned tasks.

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Knowledge of inventory control. Ability to learn and apply new processes and adapt to changing technology. Ability to set priorities. Skill in the use of tools and equipment necessary to perform the job.

**Minimum Education & Experience**

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, and/ or qualifications depending on the position to be filled.

SC1604	<b>Trade Svcs IV</b>	Grade 204
--------	----------------------	-----------

**Level Definition:**

Work at this level involves performing more complex technical assignments in the coordination of training, graphic arts, transportation, production, property, investigations. Work regularly involves the review and evaluation of existing data and research. May involve participation in determination of project objectives and outcomes. Provides technical guidance to others. May supervise others work.

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels –Skill in assessing the performance of others and to take corrective actions as necessary. Ability to interpret and apply regulations, policies, and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making.

**Minimum Education & Experience**

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, and/ or qualifications depending on the position to be filled.

SC1605	<b>Trade Svcs V</b>	Grade 205
--------	---------------------	-----------

**Level Definition:**

Work most often involves the supervision of a program or operation in a small or moderate trade program. Some individuals work involves skill operation of complex equipment. Regularly has end-to-end responsibility for moderate projects or programs. Supervises the work of others either directly or indirectly.

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Skilled in the use of standard tools. Ability to analyze and solve semi-complex work-related problems. Ability to evaluate distinct information to form general conclusions. Ability to respond quickly to emergencies. Ability to plan, assign, and or supervise work of others.

**Minimum Education & Experience**

High School diploma or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, and/ or qualifications depending on the position to be filled.

SC1606	<b>Trade Svcs VI</b>	Grade 206
--------	----------------------	-----------

**Level Definition:**

Work at this level involves performing complex technical, laboratory, and service-related assignments in the coordination of trade services programs. Defines, directs, and provides leadership for challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs. Manages the work of others either directly or indirectly.

**Knowledge Skills & Abilities**

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Extensive knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures.

**Minimum Education & Experience**

Bachelor’s degree or equivalent, or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, and/ or qualifications depending on the position to be filled.

*Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.*