



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 1999

STRUCTURAL TRADES

D6D1TX TO D6D3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Labor, Trades, and Crafts Occupational Group and describes trades work in the construction, maintenance, and alteration of structures, fixtures and other building equipment. The work involves a variety of tasks in the maintenance and upkeep of the equipment and systems associated with buildings. Work includes building, installing, repairing, renovating, demolishing, maintaining, finishing, and painting structures, structural parts, furnishings, locks, and associated building equipment. The work may be in several trades. It includes determining what needs to be done, determining the steps for completing assignments, estimating time and material requirements, and using a variety of hand and power tools. Some positions may require licensure or certification.

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STRUCTURAL TRADES I

D6D1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions follow established work procedures. Positions operate within standard guidelines and alternatives which are known and any deviation from such requires prior approval. Positions may assist a specific, full-operating trades position where work is limited to specific tasks with a detailed explanation of how the task is to be completed and it is subject to inspection while in progress and upon completion. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

STRUCTURAL TRADES II

D6D2XX

CONCEPT OF CLASS

This class describes the full-operating level. Positions operate independently to perform the full range of tasks and determine solutions to the full range of problems. Judgment is used to select the most appropriate guidelines and adapt them to accomplish the tasks. Positions continually determine practical solutions to problems by applying specific processes, techniques, and methods. Position serve as a resource to others. Some assignments do not move beyond this level. This class differs from Structural Trades I on Decision Making and Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the

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process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

STRUCTURAL TRADES III

D6D3XX

CONCEPT OF CLASS

This class describes the supervisory level. The supervisor is responsible for a work unit including accountability for the use of equipment, space, and resources. Supervisors directly control the work of assigned staff and determine the work procedures for the unit. This class differs from Structural Trades II on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

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Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/99 (LLB). LTC consolidation study. General Building Trades Assistant (D2G1), Carpenter (D2A1-D2A2), Locksmith (D2H1), Maintenance Mechanic (D2I1-D2I2), and Painter (D2J1-D2J2) consolidated. Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 6/1/93. General Building Trades Assistant (D2G1), Carpenter (D2A1-D2A2), Locksmith (D2H1), Maintenance Mechanic (D2I1-D2I2), and Painter (D2J1-D2J2).

Revised 12/1/86. Changed class code, title, nature of work, entrance requirements, and pay differential on Maintenance Mechanic (A4802), Carpenter (A4812), Supervising Carpenter (A4814), Senior Maintenance Mechanic (A4804), Supervising Maintenance Mechanic (A4806), Welder (Non-Certified) (A4567), Upholsterer (A4818), Plasterer (A4822), Roofer (A4824), Locksmith (A4816), Painter (A4808), and Supervising Painter (A4810).

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Revised 7/1/84. Changed in-grade hire step on Carpenter (A4812), Senior Maintenance Mechanic (A4804), Upholsterer (A4818), Plasterer (A4822), Roofer (A4824), Locksmith (A4816), and Painter (A4808).

Revised 3/1/77. Changed nature of work, grade, and step on Upholsterer (A4818).

Created 1/1/75. Maintenance Mechanic (A4802), Carpenter (A4812), Supervising Carpenter (A4814), Senior Maintenance Mechanic (A4804), Supervising Maintenance Mechanic (A4806), Welder(Non-Certified) (A4567), Upholsterer (A4818), Plasterer (A4822), Roofer (A4824), Locksmith (A4816), Painter (A4808), and Supervising Painter (A4810).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Structural Trades I	Defined	Prescribed	Exchange	Indiv. Contributor
Structural Trades II	Operational	Patterned	Exchange	Indiv. Contributor
Structural Trades III	Operational	Patterned	Exchange	Unit Supervisor