

## **CRAFTS WORKER SUPERVISOR**

### **I. DEFINITION**

This is technical work in the supervision of crafts workers and helpers. Employees in this title supervise and occasionally participate in the work of crafts workers in the installation, repair and maintenance of structures and equipment found in a building trade, metal trade, or combination of trades at state-owned institutions and buildings at the University of Wisconsin System campuses. Work is usually performed independently and supervision is received from an administrator who also reviews completed assignments by inspection.

Positions in this class would normally supervise a variety of trades although some positions may specialize in the wood and related building trades or the metal trades areas or in one particular trade.

Examples of Work Performed:

- Receives work orders and assigns the work to members of the crew.
- Occasionally performs skilled work in the trade which is of more difficult and complex nature.
- Interprets instructions, and lays out work from blueprints, sketches or specifications.
- Requisitions materials, equipment, and supplies for job assignments.
- Gives assistance and necessary instructions to members of the crew as work processes.
- Supervises skilled and unskilled assistants in the trade.
- Inspects work in progress and on completion.
- Makes estimates of labor and material costs.
- Keeps record of time, production and personnel.
- Performs related work as required.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.