

## City of Dunedin, Florida

### Class Description

#### **JOB TITLE: Craftworker II**

Public Works & Utilities Department

Public Services Division – Facilities Maintenance Section

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs semi-skilled and skilled work at the journeyman level in the maintenance, repair, construction and renovation of public municipal structures and properties. This position will be assigned to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations. Reports to Public Services Supervisor or Senior Foreman.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Performs semi-skilled and skilled construction, maintenance and/or repair work for various routine and special projects throughout the City.

Participates in the construction and/or renovation of City buildings, structures and properties.

Performs electrical, plumbing, masonry and/or HVAC system/fixture installation, maintenance, renovation, diagnostic and repair work as needed.

Performs general carpentry work in construction projects, including erecting framing, installing drywall, installing wall coverings, finishing trim and doors, installing flooring, installing appliances, etc. Assembles and/or repairs furniture, cabinetry and other structures.

Paints buildings and other structures. Maintains interior and exterior lighting. May perform light masonry work.

May perform demolition and salvage work. Assists contractors as required in the completion of assigned projects.

Moves heavy furniture and fixtures as requested.

Performs maintenance and manual labor tasks in the event of an emergency or disaster, as necessary.

Receives and responds to daily work orders; records work completed daily.

Performs all duties in compliance with established policies, procedures, schedules, codes and standards of safety and quality.

## **Craftworker II, Public Works & Utilities Department**

Keeps Supervisor/Senior Foreman informed of work status and of any problems or issues that require immediate attention.

Attends training seminars and meetings as required.

Inspects, tests, and/or troubleshoots generators, fire extinguishers, HVAC systems, electrical installations, filters, etc.

Maintains position on rotating after-hours on-call schedule. Sets up and/or tears down for special events.

Performs monthly inspections on life-safety equipment.

Performs routine pressure washing on facilities requiring work at heights requiring fall protection.

### **ADDITIONAL JOB FUNCTIONS**

Maintains a clean and orderly work / storage area.

Maintains assigned vehicle(s), tools and equipment.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent or vocational / technical diploma in construction with three to five years of experience in facilities maintenance or related field.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Requires a valid Florida Driver's License, Class B preferred but not required.

American Red Cross Heartsaver CPR / AED certification within 1 year of appointment.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Craftworker II. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying a responsible attention to detail as necessary in preparing simple records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer leadership, direction and assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle a variety of maintenance equipment and tools, which may include a forklift, truck, heavy construction equipment, carpentry tools, electrician's tools, plumbing tools, mechanic's tools, other hand and power tools, drafting instruments, etc. Has knowledge of the practices, equipment, tools and materials of facilities maintenance, construction and repair work, including electrical, plumbing, carpentry/construction, HVAC maintenance and repair work. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has the ability to speak and understand the English language

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations using basic algebraic and geometric and principles and calculations.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Has the ability to comprehend, interpret and apply regulations, procedures and related information.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to read and interpret various materials pertaining to the responsibilities of the job, including technical diagrams. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of heavy weight (up to 75 pounds), and occasionally heavier items (100 pounds or over). Tasks require sufficient hand/eye coordination to perform semi-skilled / skilled repetitive movements.

**Sensory Requirements:** Some tasks require visual, depth, texture and auditory perception and discrimination as well as oral communications ability.

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**Environmental Factors:** Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, strong odors, smoke/dusts/pollen, fumes, noise extremes, vibrations, machinery hazards, traffic hazards.

***The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***

*Paul Stanek*

Public Works and Utilities Director

2.28.2022

Date