

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Craftworker III**  
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 apprenticeship level in the maintenance, repair, of the City's heating, ventilating and air conditioning (HVAC) systems. This position exercises independent judgment and makes decisions regarding complex repair work procedures. Supervision may be exercised over one or more employees on a project basis. Reports to the Public Services Supervisor and/or Facilities Senior Foreman.

This position includes compulsory work periods in special event, on-call rotation, call-back, emergency, and/or disaster situations.

**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 specialized work in one or more of the following areas: commercial electrical, plumbing, masonry and/or HVAC systems. Work involves installation, maintenance, renovation, diagnostic and repair work as needed.

Keeps supervisor informed of project status and of any problems or issues that require immediate attention.

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

Attends training seminars and meetings as required.

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**ADDITIONAL JOB FUNCTIONS**

May perform general carpentry and/or masonry work in construction projects, including erecting framing, installing drywall, finishing trim and doors, painting, installing flooring, and/or appliances, etc.

Maintain interior and exterior lighting. Inspect, test, troubleshoot generators, fire extinguishers, air conditioner filters, life-safety equipment, etc.

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

Set up and/or tear down for special events.

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

Receive and respond to daily work orders; record completed work daily. Pick up ordered materials.

Maintain a clean and orderly work/storage area.

Maintains assigned vehicle(s), tools and equipment.

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent, and a least three (3) years of verifiable facilities maintenance experience; completion of two (2) years of vocational training and certification in HVAC is preferred. If no applicants possess the preferred training/HVAC certification, completion of a Pinellas County contractor licensing board (PCCLB) approved HVAC apprenticeship course will be required of the candidate chosen for this position. This training will be funded by the City of Dunedin Facilities Maintenance section.

**SPECIAL REQUIREMENTS**

Must possess an Intermediate M.O.T and bucket truck certification, or obtain within six months of hire.

First Aid/CPR certification is required.

May require certification in forklift, scissor lift operations, and lock-out/tag-out.

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**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 III. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying the attention to detail necessary for accurately preparing simple records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak, write and understand the English language.

**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 city and the department.

**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.

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**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.

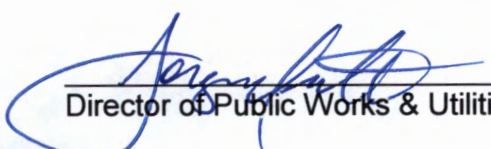
**ADA COMPLIANCE**

**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.

**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.*

  
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Director of Public Works & Utilities / City Engineer

9/28/17  
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Date