

City of Dunedin, Florida
Class Description

Lead Craftsworker (Electrical)
Public Works & Utilities Department
Public Services Division - Facilities Section

GENERAL STATEMENT OF JOB

Under general supervision, performs journeyman level electrical work in the installation, alteration, maintenance, and repair of electrical systems, fixtures, and equipment; works in accordance with standard trade practices; carries out assignments made in the form of written and oral instructions that may be accompanied by drawings and blueprints and work that arises out of inspections and troubleshooting. This position includes compulsory work periods in special, call-back, emergency, and/or disaster situations. Reports to the Public Services Supervisor and/or Facilities Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Installs, maintains, modifies, and repairs electrical fixtures and equipment including powered appliances, machinery, overhead circuits, underground conduit, breakers, relays, motors, switches and control boxes; makes technical inspections of the installations of new electrical systems or modification of old electrical wiring systems.

Maintains lighting equipment in city offices and buildings and detects and corrects causes of electrical failures; detects and corrects breakdowns in electrical equipment and performs field repairs and adjustments to electrical equipment; often in limited space and under adverse environmental conditions.

Identifies areas for improvement and makes purchasing recommendations for implementation; renovates or installs new service wiring for electronic communications and maintains inventory of critical parts and supplies; installs wall outlets, connects motors, panels, and transformers.

Interprets and ensures compliance with electrical codes and calculates line leads to determine wire and equipment size and capacity, maintains inventory and purchases supplies.

ADDITIONAL JOB FUNCTIONS

Knowledge of general carpentry and/or masonry work in construction projects, including framing, drywall, finishing trim-work, painting and flooring.

Setup and/or tear down of tents and wiring for special events. Receive, respond, document and complete written and computer generated work orders.

Performs all duties in compliance with established city, state and federal policies, procedures, codes and standards of safety and quality. Attends training and meetings as required, maintains clean orderly work/storage area. Maintains vehicle/tools and equipment keeps supervisor aware of needs and safety concerns.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent, and at least three (3) years of verifiable electrical trades experience with six months of lead or foreman experience.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid Pinellas County electrician journeyman level Certificate of Competency.

Must possess a valid Florida Driver License by date of appointment.

A Florida Class "B" CDL permit is required or the ability to obtain within six (6) months of the hire date.

A Florida Class "B" CDL License with Air Brake endorsement is required within one (1) year of the hire date.

Requires Basic M.O.T. and Bucket Truck Certification, or the ability to obtain within one (1) year of the hire date.

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 Lead Craftworker position. 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 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 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, mechanic's tools, other hand and power tools, diagnostic instruments, etc. Has knowledge of the practices, equipment, tools and materials of facilities maintenance, construction and repair work, including electrical, and carpentry/construction. 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.

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 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

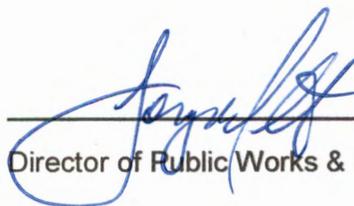
Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of heavy weight (up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

Approved



Director of Public Works & Utilities / City Engineer



Date