

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Lead Craftworker - (Plumbing)**  
Public Works & Utilities Department  
Public Services Division - Facilities Maintenance Section

**GENERAL STATEMENT OF JOB**

Under general supervision, performs journeyman level plumbing work in the installation, alteration, maintenance and repair of potable, sanitary, and reclaim water systems, fixtures, works in accordance with standard trade practices; carries out assignments made in 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 on-call rotation, compulsory work periods in special events, call back, emergency, and/or disaster situations. Reports to the Public Services Supervisor, and/or Facilities 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.*

Installs, maintains, modifies, and repairs plumbing fixtures and equipment including appliances, fountains, sinks, heaters, toilets, valves, meters, pipes and vents.

Maintains plumbing equipment in city offices and buildings and detects and corrects causes of plumbing failures; detects and corrects breakdowns in plumbing equipment and performs field repairs and adjustments to plumbing 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 lines for plumbing and maintains inventory of critical parts and supplies and parts.

Interprets and ensures compliance with plumbing codes and calculates pressure to ensure load capacity, maintains inventory and purchases supplies for staff.

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, HVAC, and particularly plumbing. Work involves the installation, maintenance, renovation, diagnostics and repair work, as needed.

Lead Craftworker - (Plumbing); Public Services Division,  
Public Works & Utilities Department

This position requires the following critical knowledge of the principles, practices, materials, tools and equipment in the operation, maintenance and repair of plumbing systems including fixtures, piping, backflow devices, water heaters and fountains.

Knowledge of standard practices, materials, tools and equipment of the plumbing trade and local and national plumbing codes. Knowledge of occupational hazards and safety precautions, to include working with complex commercial plumbing systems.

**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, installing appliances, etc.

Sets up and/or disassembles (tears down) for Special Events throughout the year.

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

Receives and responds to daily work orders and records work completed. Performs all duties in compliance with established policies, procedures, schedules, codes, and standards of safety and quality.

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

Attends training seminars and meetings as required. Maintains a clean and orderly work and/or 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 at least three (3) years of verifiable plumbing trades experience with six months of lead or foreman experience.

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

**SPECIAL REQUIREMENTS**

Possession and maintenance of a valid Pinellas County Plumbing Journeyman level Certificate of Competency.

Must possess a valid Florida Driver license or obtain 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 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 year of hire date.

ICS 100, 200 & 700 Certificate is required within one (1) year of the hire date.

First Aid / CPR Training is required for this position.

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, 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 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**

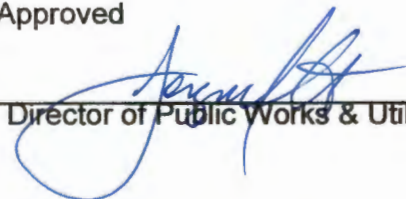
**Physical Ability:** Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and pulling of objects and materials of heavy weight (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

7/16/2020