

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Craftworker I**  
Public Works & Utilities Department  
Public Services Division – Facilities Maintenance Section

**GENERAL STATEMENT OF JOB**

Under general supervision, performs semi-skilled and skilled non-journeyman level work requiring general skills in construction, maintenance and/or repair of facilities, buildings, equipment and devices in one or more craft, trade, maintenance, or other specialized field. Reports to the Public Services Supervisor and/or 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 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 basic electrical, plumbing, and/or HVAC systems maintenance, diagnostics and repair work as needed.

Performs general carpentry work in construction projects, including erecting framing, installing drywall, installing wall coverings, installing flooring, installing appliances, installing and repairing doors etc.

Paints buildings and other structures.

Maintains interior and exterior lighting.

May perform masonry work.

May perform demolition and salvage work.

Assists contractors as required in the completion of assigned projects. Sets up and/or tears down for special events.

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

Moves heavy furniture and fixtures as requested.

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

Requires participation in after hour emergency on-call rotation.

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

Receives purchase orders; picks up materials ordered.

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

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

Attends training seminars and meetings as required.

### **ADDITIONAL JOB FUNCTIONS**

Maintains 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, or vocational/technical diploma in construction or related field with two 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**

Must possess a valid Florida Class "B" CDL with Air-Brake endorsement or obtain within six months of hire.

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

## Craftworker I, Public Works & Utilities Department

Assignment to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

### **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 I. 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. 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. 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, carpentry tools, electrician's tools, plumbing tools, mechanic's tools, other hand and power tools. Has knowledge of the practices, equipment, tools and materials of facilities maintenance, construction and repair work, including electrical, plumbing, carpentry/construction, and HVAC maintenance 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.

**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.

**Craftworker I, Public Works & Utilities Department**

**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. Is able to read and interpret various materials pertaining to the responsibilities of the job, including technical diagrams.

**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 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.*

  
Public Works & Utilities Director / City Engineer

4/27/16  
Date