

City of Dunedin, Florida
Class Description

JOB TITLE: Lead Craftworker
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 the City's municipal structures, properties, and/or 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 Facilities Senior Foreman.

This position includes compulsory work periods in special, 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 the installation, maintenance, renovation, diagnostic and repair work as needed.

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

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Designs, constructs and/or repairs furniture, cabinetry and other structures. Paints buildings and other structures. Moves heavy furniture and fixtures as requested.

Maintains interior and exterior lighting. Inspects, tests, troubleshoots generators, fire extinguishers, air condition filters, life-safety equipment, etc. Installs, tests and certifies Cat5 data cabling and CATV cabling.

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

Sets up and/or tears down for special events.

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.

Receives purchase orders; picks up materials ordered.

Performs traffic signal repairs.

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

ADDITIONAL JOB FUNCTIONS

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 / storage area.

Maintains assigned vehicle(s), tools and equipment.

May be required to perform as acting Foreman or Supervisor as needed.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or equivalent, and at least three (3) years

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verifiable specialized experience; or completion of a two (2) year vocational/technical diploma or certification in a related field, with at least two (2) years of verifiable work experience in the specialty field.

Five (5) years of verifiable work experience in facilities maintenance or related field.

Must possess the necessary journeyman's licenses and certifications for the area of specialization. At least one year of supervisory experience as a team/crew leader or supervisor is required.

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 Driver license or obtain by date of appointment.

A Florida Class "B" CDL with air brakes endorsements is required, or the ability to obtain within 6 months of hire date.

Requires Intermediate M.O.T and Bucket Truck License, or the ability to obtain within one year of hire date.

First aid/CPR Training is required for this position.

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

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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.

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

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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

Date