



## **Craftworker 1**

**Category:** Classified  
**Pay Grade:** C18  
**Job Code:** 13740

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs advanced level journeyman work involving performance of moderately complex assignments in construction, maintenance, and/or repair of facilities, buildings, equipment, and devices in one or more craft, trade, maintenance, facility, or other specialized fields; performs at least one specialized line of work and the work frequently involves mastering assignments in a recognized skill or multiple skills.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs skilled work in one or more complex combinations of assignments in grounds, construction, maintenance, repair, and other miscellaneous functions;
- Assists journeymen level workers in construction, maintenance, and repair work;
- Performs duties in one or more functional occupations, i.e., air conditioning/ heating specialists, electricians, mechanics, carpenters, welders, painters, cabinet making specialists, and other skilled personnel to build, construct, and maintain facilities, buildings, equipment, machinery, etc.;
- Installs, maintains, and repairs electrical systems, electric motors, generators, switches, circuit breakers, fuse boxes, and lighting equipment in buildings and other County facilities using various hand tools and test equipment;
- Performs installation and repair of plumbing, heating, and electrical equipment, lines, and systems;
- Assists plumbers in installation, maintenance, and repair of pipes, valves, faucets, sinks, and other fixtures;
- Assists cement and mason personnel in laying brick, block, sidewalks, etc.;
- Performs carpenter duties to maintain, repair, and construct a wide variety of structures using wood, other materials, assemblies, drywall, and the entire range of construction materials and products;
- Assists mechanics in operation, maintenance and repair of heating, refrigeration, and air conditioning equipment;
- Repairs and maintains special tools, equipment, and accessories;
- Assists painters to mix, match and apply stains, paints, and other chemicals;
- Paints, stains, wall covers, or otherwise decorates interiors and exteriors, including walls, trim, furniture, buildings, and other facilities using spray guns, rollers, brushes, pads, sponges, etc.;
- Installs, maintains, and repairs electrical systems, electronic security systems, electric motors, generators, switches, circuit breakers, fuse boxes, and lighting equipment in buildings and other County facilities using various hand tools and test equipment;
- Lays, finishes, and repairs concrete sidewalks, floors, walls, and steps using hand tools or power tools;
- Assembles, installs, and repairs pipe, fittings, and fixtures of heating, water, and drainage systems;
- Receives, stores, issues, and controls departmental tools, supplies, and materials inventory;
- Retrieves, reports, and communicates on the status of work assignments using administrative, computer, and other means of reporting;
- Installs, repairs, rebuilds, and services mechanical and electrical locking devices, cuts new or duplicate metal keys and electronic access control cards, and performs electronic key system operations using hand tools, special equipment, guides, and instructions;

- Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard using carpenter's hand tools and power tools;
- May also fabricate and repair wooden cabinets and furniture using various hand tools and woodworking machines;
- Purchases, plans, and orders a wide range of construction and maintenance materials, supplies, and inventory necessary for project and group operations;
- Processes all paperwork related to purchases and P-Card use;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Three (3) years of skilled craft or trade experience in the direct line of work; or completion of a two-year skilled trades vocational or technical school program with a diploma or certification and one (1) year of experience in the direct line of work or related field; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of tools, power tools, and materials used in skilled trade work;
- Knowledge of methods, materials, tools, equipment, and practices used in building, electrical, and mechanical work;
- Knowledge of work hazards and safety associated with crafts, trades, and facilities work.
- Skill to use standard hand tools, machines, and equipment used in building trades and facility repair.
- Ability to plan and execute facility maintenance or construction work plans;
- Ability to read prints and schematics, draw sketches of projects, and follow oral and written instructions;
- Ability to complete basic recordkeeping and simple math;
- Ability to endure long periods of standing, walking, or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to detect problems and repair machinery and equipment;
- Ability to work from oral or written instructions, broken parts, or basic diagrams and sketches;
- Ability to supervise helpers to maintain or repair work, keep basic records, and do heavy manual work;
- Ability and strength to climb ladders and perform heavy manual labor for extended periods;
- Ability to troubleshoot defects in machinery and equipment operation, make proper repairs and adjustments, and complete assignments;
- Ability to read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, order materials, and understand and follow oral and written instructions;
- Ability to operate a personal computer and other automated systems to monitor work, enter, and retrieve information.

### **PHYSICAL/MENTAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires me to be sensitivity to change and responsiveness to changing goals, priorities, and needs.