



## **Craftworker 2**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 13750

*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 highly skilled technical supervision or a designated leadership role in construction, maintenance, and repair of buildings, equipment, or facilities; supervises or leads subordinates; provides technical assistance in diagnosing, planning, or execution of repair or installation; functions as a unit leader on assignments; applies craftworker skills that clearly exceed the journeyman level directing and guiding others to complete highly skilled assignments.

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

- Supervises and responsibility for satisfactory completion of construction, renovation, and additions to County buildings, structures, and facilities;
- Performs advanced technical work in any of the following: metal working, welding and machining, roofing and painting, air circulation, heating, electrical and mechanical equipment repair, property and building renovations, boiler maintenance, plumbing, carpentry, pier, footbridge and boat dock installation and repair, and masonry projects;
- Prepares work plans and estimates, schedules time, orders required material and services, and arranges overtime and coverage in normal and emergency situations;
- Inspects worksites to ensure work is performed in accordance with public and employee safety guidelines, and with adequate regard for proper vehicles, tools, and equipment;
- Assists selection of new personnel, performs or assists in performance of evaluations, and initiates disciplinary actions;
- May coordinate and supervise community service personnel in the repair, maintenance, restoration, and alterations of County buildings or other projects;
- Processes all paperwork related to purchases and P-Card use;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of skilled craft or trade experience in the direct line of work and team leader, supervision, or supervisory training; or completion of a two-year skilled trades vocational or technical school program with a diploma or certification and three (3) years of experience and supervisory training as described above; 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.

- An incumbent is selected competitively at this level.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of standard methods, practices, materials, tools, and equipment used in building, mechanical, electrical, plumbing, heating and air conditioning, metal working, welding, and other trades;
- Knowledge of occupational hazards and ability to implement appropriate safety precautions;
- Knowledge of supervisory techniques and recordkeeping;
- Skill in the use and care of tools and related equipment.
- Ability to communicate effectively, orally and in writing.
- Ability to apply computer applications and software;
- Ability to work from oral or written instructions, interpret drawings and blueprints, prepare work specifications, and estimate and procure material needs;
- Ability to schedule, assign, supervise, and evaluate work performance of subordinates and establish and maintain effective working relationships with assigned personnel, supervision, and others.

**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.
- **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.
- **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.
- **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 sensitivity to change and responsiveness to changing goals, priorities, and needs.