

# CRAFTWORKER 1

Job Code	Pay Grade
13740	CL9

## Nature of Work

This is moderately complex non-journey level work requiring general skills in construction, maintenance, and/or repair of facilities, buildings, equipment and devices in one or more craft, trade, maintenance, facility or other specialized fields. An employee in this class performs at least one specialized line of work and the work frequently involves performing assignments in a recognized skill or multiple skills. Employees are expected to perform semi-independently on assigned work and to provide guidance and training to others when completing work. Duties include ensuring tools, materials and necessary resources are available to perform and complete assigned tasks. Tasks are performed in accordance with established procedures requiring initiative and independent judgment. Duties may require the employee to serve in a lead capacity on either a regular or incidental basis. Work conditions, assignments, and supervision received differ, depending on the unit assignment.

## Minimum Qualification Requirements

- 2 years of skilled craft or trade experience in the direct line of work; or
- Completion of a 2 year vocational or technical school program with a diploma or certification in the direct line of work or related field; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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.
- Career Ladder Advancement-After completion of required years experience in 1 or more of following trades; HVAC, Carpentry, Electrical, Drywall/Painting and Coatings, and Plumbing, plus documented skill competency in designated trade(s), the department may consider an employee for non-competitive promotion to Craftworker 2.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs semi-skilled and skilled work in one or more combinations of assignments in grounds, construction, facilities, maintenance, repair and other miscellaneous functions.
- Performs duties with one or more functions, 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 to install, maintain and repair pipes, valves, faucets, sinks and other fixtures.
- Assists cement and mason personnel to lay 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 to operate, maintain and repair heating, refrigeration and air-conditioning equipment.
- Repairs and maintains special tools, equipment and accessories.
- 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.

## CRAFTWORKER 1 (continued)

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13740	CL9

### Illustrative Tasks (continued)

- 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.
- Installs, repairs, rebuilds, and services mechanical and electrical locking devices; cuts new or duplicate metal keys, electronic access control cards and performs electronic key system operations using hand tools, special equipment, guides and instructions.
- 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.
- Performs and may lead others to maintain landscape, grounds, shrubs, sprinkler systems and other housekeeping.
- 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.
- Retrieves, reports, and communicates on the status of work assignments using administrative, computer and other means of reporting.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of tools, power tools and materials used in skilled trade work.
- Knowledge of work related hazards and safety procedures.
- Knowledge of the methods, materials, equipment, tools and practices for building, electrical and mechanical work.
- Skill to use standard hand tools, machines and equipment for building trades and facility repair.
- Ability to complete basic records and simple math.
- Ability to detect problems and repair machinery and equipment.
- 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 work from oral or written instructions, broken parts or basic diagrams and sketches.
- Ability to supervise helpers to complete 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, complete assignments.
- Ability to read blueprints and schematics, 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.

For official use only

Revised	EEOC Code	Overtime Code
5/08	\Skilled Craftsman	Classified