

TRADES/FIELD SERVICES WORKER

Job Code	Pay Grade
13764	CL7

Nature of Work

This is semi-skilled and/or trainee level work assisting one or more craft, trade, maintenance, facility or other more experienced personnel in various maintenance, craft, trade, mechanical and facility work assignments. Employees in this class normally assist with general support of semi-skilled tasks. Duties include cleaning, laborer tasks, moving, hauling materials and supplies and performing related semi-skilled work in coordination with the efforts of higher level employees. Work conditions, assignments, and supervision received differ, depending on the unit assignment.

Minimum Qualification Requirements

- 1 year of skilled trade, craft or maintenance experience in the direct line of work; or
- Completion of a skilled trades vocational or technical skilled trades 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 3 or more 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 1.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Assists HVAC specialists, electricians, mechanics, carpenters, welders, painters, cabinet and other skilled personnel to build, construct, renovate, repair and maintain facilities, buildings, equipment, and machinery.
- Constructs, erects, installs, and repairs structures and fixtures of wood, plywood and wallboard using carpenter's hand and power tools. Fabricates and repairs wooden cabinets and furniture using various hand tools and woodworking machines and devices.
- Assembles, installs, and repairs pipes, fittings and fixtures of heating, water and drainage systems.
- Assists plumbers to install, maintain and repair pipes, valves, faucets, sinks and other fixtures.
- Assists cement and mason personnel to lay brick, block, and sidewalks, using hand or power tools.
- Assists carpenters to maintain, repair and construct a variety of structures using the entire range of construction materials and products.
- Assists mechanics to operate, maintain and repair heating, refrigeration and air-conditioning equipment.
- Assists painters to mix, match and apply stains, paints and other chemicals, using spray guns, rollers, brushes, pads, and sponges.
- Assists electricians to install, maintain and repair electrical systems, electronic security systems, electric motors, generators, switches, circuit breakers, fuse boxes and lighting equipment, using various hand tools and testing equipment.
- Installs, repairs, rebuilds, and services mechanical and electrical locking devices; duplicate metal keys, electronic access control cards, and electronic key system operations, using special equipment, templates, and guides.

TRADES/FIELD SERVICES WORKER (continued)

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Illustrative Tasks (continued)

- Cleans, repairs and installs carpeting or other flooring materials.
- Receives, stores, issues and controls department tools, supplies, and materials inventory.
- Retrieves data and communicates work status, using personal computer or other means.
- Performs routine repair and maintenance of machines, tools, equipment and accessories.
- Leads others or performs grounds maintenance and general housekeeping tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of hand and power tools used in skilled trade work.
- Knowledge of the methods, materials, tools and practices in building, electrical and mechanical work.
- Knowledge of hazards and safety measures associated with crafts, trades and facilities work.
- Knowledge of janitorial materials and equipment.
- Skill in using a variety of hand tools, machines and equipment for construction and facility repair work.
- Ability to work from oral or written instructions, broken parts, basic diagrams and sketches.
- Ability to supervise unskilled helpers in maintenance or repair work.
- Ability to read prints and schematics, and draw simple work sketches.
- Ability to complete simple math and maintain basic records.
- Ability to detect apparent defects in machinery or equipment operation; make corrective repairs or adjustments, or inform superiors.
- Ability to operate a personal computer and other electronic equipment to enter and retrieve information and monitor work performed.

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Revised	EEOC Code	Overtime Code
6/08	Service Maintenance	Classified