


UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: Mark Woodard, Assistant County Administrator
Paul Sacco, Director, Real Estate Management

SUBJECT: Audit of One (1) Encumbered Craftworker 2 Position BCC/C256 (pay grade CL11)
in the Real Estate Management Department (REM)

DATE: December 13, 2012

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. The position was last reviewed more than three years ago.

RECOMMENDATION:

It is our finding that the assigned duties and responsibilities are appropriate and consistent with the current classification. Therefore, no change is recommended.

ANALYSIS:

This position reports to the Facilities Operations Manager (pay grade CL19) located at the county southeast complex performing skilled assignments in the REM Facility Operations Division. Workloads have increased in the past few years requiring this position to perform in a wider range of duties. The main purpose of the position is to exercise the leader role in maintaining and implementing the unit's key control inventory, system repairs, and keys/locks system installation and replacement processes. The system covers installation, repair, and maintenance to the locking door devices, door locks on systems including Schlage Primus, Medco Locks, and other equipment. The position supports officials, staff, and multiple structures that house a variety of public agency businesses engaged in financial, judicial, social service, and other important county services. The position also takes lead responsibility for planned and unplanned maintenance to other important tasks and services including fire sprinkler/fire pumps; fire alarm controls/extinguishers, plumbing, inventory parts/supplies, and other miscellaneous responsibilities. The incumbent completed formal technical training and possesses many years experience. The incumbent also maintains a certification issued by the Associated Locksmith of America, Inc. In addition to the leadership role for assigned activities, the incumbent coordinates vendor and contractor services and may lead and train

I agree with the recommendation in this report.


Robert S. LaSala, County Administrator

12/14/12
Date

ANALYSIS: (continued)

associates to complete or assist in completion of the sections combination of tasks and assignments. The position is recognized on-site as the unit's most highly skilled worker in the numerous lead assignments. The associated work unit is now comprised of one HVAC Mechanic (pay grade CL13); one Lead Electrician (pay grade CL14); and four Craftworker 2 positions. The position reviewed and the other skilled positions lead in one or more principal designated craft worker skill(s) and they assist others when necessary in completing assignments and projects. The position's leadership in lock/security systems, plumbing, and other skilled maintenance is at an advanced and highly specialized level; however, the assignments do not exceed the Craftworker 2 class. The nature of the tasks, duties, and responsibilities performed as described by REM fall within the Craftworker 2 class and thus remain consistent with the Craftworker 2 classification. It is therefore recommended that the position remain classified as a Craftworker 2, pay grade CL11 (\$32,697-\$50,169).

CRAFTWORKER 2

Job Code	Pay Grade
13750	CL11

Nature of Work

This is 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. An employee in this class performs at least one specialized line of work and the work frequently involves mastering assignments in a recognized skill or multiple skills. The position serves as lead in one or more designated functions and may participate in multiple cross functions. Employees are expected to perform independently on assigned work and to provide guidance and training to others when completing work. Tasks are performed in accordance with established procedures requiring initiative and independent judgment. Duties may require the employee to supervise or 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

- 3 years of skilled craft or trade experience in the direct line of work; or
- Completion of a 2 year skilled trades vocational or technical school program with a diploma or certification and 1 year of experience 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 a Craftworker 1 incumbent 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 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, and 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.

CRAFTWORKER 2 (continued)

Job Code	Pay Grade
13750	CL11

Illustrative Tasks (continued)

- 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, 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.
- 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 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, 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.

For official use only

Revised	EEOC Code	Overtime Code
7/11	Skilled Craftsman	Classified