

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Building Maintenance Craftworker</u>
Sch & Grade	<u>CTL-10</u>
Class Code	<u>GA16</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Craftworker</u>

PRIMARY PURPOSE:

To perform skilled work in the maintenance and repair of municipal buildings.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs repair work, remodeling, and new construction for public buildings in several building craft trades and in at least one area perform at the journeyman level. Building crafts include, but are not limited to carpentry, plumbing, electrical, roofing, masonry, painting, security engineering, heating/ventilation/air-conditioning (HVAC), cabinet making and finisher work, along with door hardware pm maintenance / repairs and overhead door pm maintenance / repairs.
2. Analyzes, troubleshoots, and performs diagnosis for problems with a variety of items and equipment in public buildings / security engineering including alarms systems.
3. Assists in determining when to repair or replace a variety of items for public buildings.
4. Reads and interprets a wide variety of information such as technical repair manuals, blueprints, wiring diagrams, operating guides, and work orders.
5. Drives vehicles to various work site locations. Operations of aerial boom truck required for electrical specialty assignments.
6. Performs basic mathematical calculations as utilized for measurement levels, electronic repair, etc.
7. Utilizes diagnostic test equipment and interprets results.
8. Loads, unloads, and maneuvers a variety of materials and equipment such as cement bags, heating and air-conditioning equipment, office equipment, etc. as required.
9. Prepares and maintains written records, simple reports, and parts lists.
10. Utilizes a variety of hand and power tools associated with building crafts such as different saws, drills, jointers, nailers, etc.
11. Utilizes appropriate safety equipment and procedures.
12. Locates vendors; obtains costs and/or bids and processes appropriate paperwork to procure material or products needed for approved projects.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

General math; principles and procedures involved in several building craft trades such as carpentry, painting, roofing, masonry, plumbing, electrical, security engineering, heating, or air-conditioning.

Abilities

Effectively work in several building craft trades and in at least one area perform at the journeyman level; must be able to read and interpret technical repair manuals, blueprints, wiring diagrams, operating guides, work orders, etc.; utilize hand and power tools in a manner consistent with safety principles; maintain written records and simple reports; make basic math calculations; follow oral and written instructions; communicate effectively verbally and in writing; present an overall professional image; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of three years responsible experience of which at least one year has been at the journeyman level in one of the following areas: carpentry, painting, roofing, masonry, plumbing, electrical, HVAC, security engineering or cabinet making and finisher work. Experience must be commensurate with building craft specialty required for current vacancy.

Physical Requirements

Performs bending, squatting, walking, twisting upper body, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; must be able to hold and grip objects; distinguishes colors due to wiring color codes as required; subject to periods of prolonged standing and working in awkward positions; climbs ladders and stairs.

Working Environment

Both indoor and outdoor environments with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to electrical, mechanical, and other safety hazards associated with building craft trades; exposure to cramped spaces and poor lighting; subject to constant and, at times, extreme noise.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. Electrical specialty assignments require at minimum a valid Class B CDL with airbrakes (to operate aerial boom truck) to be obtained within the probationary period. EPA certification is required within six months of employment for HVAC specialty area. Some assignments require Certification for Backflow Prevention within first year of employment.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____