

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Craftworker</u>
Sch & Grade	<u>CTL-10</u>
Class Code	<u>GA21</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Craftworker</u>

**PRIMARY PURPOSE:**

Performs skilled and semi-skilled craftwork in the construction, maintenance, and/or repair of city streets, waterways, bridges, parks and other city property and/or facilities as assigned.

**SUPERVISION:**

Under supervision within assigned division and department. Directs the work of others.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs skilled and semi-skilled work in one or more of the construction or maintenance crafts as assigned. Skilled or semi-skilled work includes work in the areas of concrete, welding, carpentry, plumbing, electrical, and/or mechanical.
2. Builds simple and complex concrete forms for such projects as sidewalks, waterways, culverts, etc.
3. Determines appropriate composition of concrete for specific projects and places and finishes concrete according to proper standards.
4. Performs maintenance and repair work on electrical, plumbing, and mechanical systems.
5. Supervises and participates in various laborer activities as assigned.
6. Completes rough carpentry work.
7. Performs basic mathematical calculations for necessary materials quantities, report inventories, etc.
8. Reads and interprets blueprints, construction drawings, operating guides, work orders, and takes measurement readings as assigned.
9. Maintains accurate records and prepares assigned reports.
10. Utilizes a variety of hand and power tools and equipment including different saws, finishing tools, grinders, jackhammers, welders, drills, survey levels, etc. depending on assignment.
11. Drives trucks to various work site locations.
12. Loads, unloads, and maneuvers a variety of materials, equipment, and tools.
13. Instructs and directs construction and maintenance employees as required.

**IMPORTANT FUNCTIONS:**

1. Maintains equipment and tools through proper care and maintenance.
2. Drives and operates equipment such as loaders, backhoes, and flushers as required.
3. Participates in snow removal operations and possesses required Commercial Driver's License with appropriate class and endorsements depending on department assignment.
4. Utilizes computer software applications as required.

*Performs other duties as assigned.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Principles, procedures, and equipment involved in one or more of the maintenance or construction crafts such as concrete, welding, carpentry, electrical, plumbing, and/or mechanical. General math knowledge required.

**Abilities**

Perform at a skilled level in assigned construction crafts; utilize hand and power tools in a manner consistent with safety principles; read and interpret blueprints, construction drawings, work orders, etc.; maintain accurate records and prepare reports; follow oral and written instructions; instruct and direct assigned crew members; communicate effectively verbally; deal effectively and courteously with associates and the general public; presents an overall professional image for this position; model and promote acceptance and respect for differences among employees and citizens; performs 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 in construction or maintenance craftwork of which at least one year has been at a skilled level in one or more of the following areas: concrete, welding, carpentry, plumbing, electrical, and/or mechanical. Experience must be commensurate with craft specialty required for current vacancy.

**Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 100 pounds; holds and grips objects such as tools and equipment and sorts materials; crawls in and out of waterways as required; subject to periods of prolonged sitting, squatting, or standing and working in awkward positions.

**Working Environment**

Primarily outdoors with exposure to dust and pollen as well as a variety of extreme weather conditions; subject to electrical, mechanical, and chemical hazards as well as other safety hazards associated with working in and around traffic, trenches, etc.; exposure to cramped spaces, poor ventilation and poor lighting; subject to constant and, at times, extreme noise as well as strong fumes and odors.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License; must obtain and maintain a valid Commercial Driver's License (CDL) with appropriate class and endorsements within probationary period for all assignments except the Dickerson Park Zoo.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic testing required by applicable laws. Must pass a 10-year criminal history background check as required by the Transportation Security Administration for Airport vacancies. Subject to emergency call in. Must be able to work a flexible schedule depending on departmental assignment.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4609
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 10, 1996

**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:** \_\_\_\_\_