

## **ASSISTANT CRAFTSWORKER**

### **Job Summary:**

Under supervision, performs a variety of unskilled and semi-skilled manual duties in the maintenance and repair of City buildings and facilities.

### **Distinguishing Characteristics:**

This is the entry, training level class in the Craftworker Job Series which consists of Assistant Craftworker, Craftworker I and Craftworker II. Incumbents in the Assistant Craftworker class perform unskilled and semi-skilled duties to assist other Craftworkers. This class is distinguished from the Craftworker I class by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. As experience is acquired, the employee performs with less immediate supervision and becomes proficient by demonstrating those skills necessary to perform as a Craftworker I.

Incumbents in this classification must complete one year in this classification, must meet the minimum qualifications for Craftworker I and must meet the Job Series guidelines to promote to Craftworker I.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in performing painting, carpentry, minor electrical, plumbing, cement and similar construction type work in the alternation, repair and maintenance of buildings and related facilities, furniture and equipment.
2. Assists in applying paint and other protective finishes to a variety of surfaces using brushes, rollers, spray guns and other related equipment.
3. Assists in constructing articles and structures using wood, such as cabinets and counters.
4. Assists in repairing and installing floors and roofs involving the use of asphalt, tile and other composition materials.
5. Assists in concrete, brick, plaster and glazing work.
6. Assists in the rewiring or relamping of electrical systems.
7. Assists in installing plugs and switches.
8. Assists in cleaning out drains and obstructions in sewage systems.
9. Operates hand and power tools and shop equipment.
10. Assists in maintaining tools and equipment.
11. Assists in working from plans and specifications.
12. Assists in performing locksmith duties.
13. Assists in keeping and maintaining records regarding keys and materials.
14. May handle hazardous materials after training.
15. May assist in moving office furniture and equipment.
16. Performs related duties as required.

**Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Completion of high school or GED to ensure the ability to read and write at a level necessary for successful job performance. Some experience performing general building maintenance or construction work is desirable.

**Knowledge of:**

- Basic methods, equipment, materials and tools used in building maintenance work.
- Basic methods, equipment and materials used in various trades such as plumbing, electrical, carpentry, masonry and painting.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- Safe work practices and handling of hazardous materials.

**Skill and Ability to:**

- Learn to operate a variety of building maintenance tools, equipment and machines safely and efficiently.
- Learn to maintain tools, equipment and vehicles in clean and proper working condition.
- Learn to perform building maintenance and repair work utilizing a variety of tools and equipment utilized in the basic trades.
- Understand and follow oral and written directions.
- Lift objects weighing up to 75 pounds.
- Demonstrate physical endurance, agility and strength necessary to perform heavy manual labor.
- Observe safety practices and procedures.
- Learn to maintain routine records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Learn to read and interpret plans, drawings and blueprints.
- Work from heights.
- Learn basic high voltage electricity used in building maintenance work.

**License or Certificate:**

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Special Requirements:**

Ability to pass a physical examination for strenuous/arduous labor.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require mobility to stand, stoop, reach, twist and bend.
- Require mobility of arms to reach above shoulder level and dexterity of hands to grasp and manipulate small objects.

- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to respond to emergency call back.
- May be required to work with harsh and toxic substances.
- May be required to wear a uniform, safety shoes, protective apparel including goggles, face protectors, aprons and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around foul odors.
- May be required to work overtime after regular work hours, including weekends.