

CITY OF CARSON

Title: SENIOR CRAFTSWORKER

Job Summary:

Under the direction of an assigned supervisor, perform a variety of skilled building maintenance duties and oversee activities of a building maintenance crew; train and provide work direction to personnel.

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. Supervises and personally assists in painting, carpentry, electrical, plumbing, lock work, cement, masonry, welding, and similar type construction work in maintaining buildings, facilities and related equipment.
2. Installs, repairs, and re-works electrical systems up to 480 volts, including those on high poles and standards.
3. Performs maintenance and preventive maintenance on boiler systems, hot water tanks, water, and sewer lines.
4. Frames, installs, and repairs walls, floors, ceilings, and roofs.
5. Repairs and refinishes doors, paneling, furniture, and similar items.
6. Sets up, pours, and /or finishes concrete slabs, masonry walls, stucco, and plaster.
7. Performs torch cutting and welding of steel parts for doors, gates, and fences.
8. Performs inside and outside painting. Operates hand tools and power tools and shop equipment. Maintains tools and equipment. Assists in training subordinates. Observes and enforces safety regulations; works from plans and specifications.
9. Keeps simple records and prepares reports of work; deals with the public.
10. Oversee and participate in building maintenance activities with a crew of building maintenance workers to assure safe and efficient performance of building maintenance assignments.
11. Train and provide work direction to building maintenance personnel; assign and review work; participate in evaluations process; observe and enforce safety practices and procedures.
12. Install, maintain and repair complete major and minor plumbing systems and fixtures; repair or replace plumbing lines, drains, pipes, sinks, toilets and other fixtures; repair plumbing leaks and remove obstructions from fixtures.
13. Perform various skilled rough to finish carpentry duties such as construction door and window frames, repairing windows and roofs, building shelves, cabinets and other furniture and installing dry and acoustic walls.
14. Operate and perform preventive maintenance to heating and air conditioning systems including boilers and air handlers and equipment such as changing filters and belts, lubricating bearings and adjusting thermostats.

15. Paint various surfaces utilizing brushes, rollers or spray equipment; patch and prepare surfaces and apply various finishes; perform a variety of glazing duties such as replacing or repairing glass windows or mirrors.
16. Perform a variety of skilled welding duties as needed to effectively complete building maintenance assignments.
17. Receive and respond to emergency calls to adjust, repair and maintain buildings, facilities and equipment.
18. Operate a variety of equipment and machines including lifts, generators, drills, drill presses, grinders, saws and other hand and power tools; maintain tools and equipment in clean and proper working condition.
19. Maintain routine records and reports of equipment, supplies, purchase orders and service requests as required.
20. 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:

Sufficient training to demonstrate the knowledge and abilities listed above. Three (3) years of skilled-level building maintenance experience involving the various building trades.

Knowledge of:

- . Methods, equipment and materials used in building maintenance work.
- . Methods, equipment and materials used in various trades such as plumbing, electrical, carpentry, masonry and painting.
- . Principles and practices of training and providing work direction.
- . Applicable sections of the California Vehicle Code.
- . Appropriate safety practices and procedures, including handling hazardous materials.
- . Requirements of maintaining buildings in a safe, clean and orderly condition.
- . Record keeping techniques.

Skill and Ability to:

- . Perform skilled building maintenance and repair work and oversee the activities of a building maintenance crew.
- . Operate a variety of building maintenance tools, equipment and machines safely and efficiently.
- . Maintain tools and equipment in clean and proper working condition.
- . Perform building maintenance and repair work utilizing a variety of tools and equipment utilized in the basic trades.
- . Train and provide work direction to others.

Skill and Ability to:

- . Assign and review the work of others.
- . Work from blueprints, shop drawings and sketches.
- . Understand and follow oral and written directions.
- . Lift objects weighting up to 75 pounds.
- . Perform heavy manual labor.
- . Observe and enforce safety practices and procedures.
- . Maintain a variety of building maintenance related records and reports.
- . Observe legal and defensive driving practices.
- . Establish and maintain cooperative and effective working relationships with co-workers, vendors and the general public.

License and Certificate:

Valid California driver's license.

Physical Requirements and Working Conditions:

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

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform work with 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 work with harsh and toxic substances.
- . May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- . May be required to work within enclosed spaces or at heights above ground level.
- . May be required to work around foul odors.
- . May be required to work around loud noise.