

# Building Crafts Worker

## Summary

Under close supervision, performs a variety of duties to assist in the construction, maintenance and repair of buildings and equipment.

## FLSA: Non-Exempt

## Distinguishing Characteristic

This position performs a variety of skilled and semi-skilled crafts work. This is a Public Service Employee-Seasonal position; reports to Facilities Operations Manager.

## Essential Job Functions

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Services and maintains buildings and equipment for the county owned facilities; inspects, diagnoses and troubleshoots basic equipment and operating problems, performs repairs and installs new equipment; responds to emergency requests; performs preventative maintenance; tests and inspects completed work.
- Inspects, maintains and repairs facilities electrical systems; replaces defective components and tests systems for proper power levels; adds and changes wiring for building changes; maintains lighting systems, and replace bulbs and ballasts.
- Maintains and repairs basic plumbing systems; maintains and repairs sewage and drainage systems; maintains and repairs fresh water supply systems; inspects and maintains piping systems; assures compliance with all applicable codes.
- Repairs and maintains heating ventilation and air conditioning systems; monitors and adjusts electrical and electronic power management systems; performs routine maintenance to maximize system operation and performance; coordinates major repairs and system problems with manufacturer and service contractor.
- Maintains and repairs structural components of the county's facilities, as directed; repairs and installs gates, handrails, brackets and similar fixtures; repairs and maintains cabinetry, shelving and similar items; repairs structures such as partitions, counters, doors, window frames, sheds, and fences; installs and repairs office furniture, equipment and fixtures; maintains and repairs floors and roofs.

- Maintains and replaces door hardware, locks and security devices; replaces locks on doors and cabinets; produces keys for all departments, and tracks restricted keys.
- Primes and paints a variety of surfaces with appropriate paint and materials; selects, orders, and prepares materials necessary to complete assignments; establishes a safe work area, and coordinates activities with employees and the public as safety rules require; prepares surfaces to be painted and removes old paint and graffiti; applies primer, paint and other coatings.
- Performs other related duties as assigned.

### **Required Knowledge and Skills**

- Knowledge of a specialty within the building crafts, such as electrical, plumbing and carpentry.
- Knowledge of construction practices and techniques, of building materials and equipment, and of blueprints and schematics.
- Knowledge of applicable laws, rules, ordinances, codes and regulations.
- Knowledge of the county's and the department's policies and procedure
- Skill in reading and interpreting blueprints and schematics.
- Skill in reading, understanding, interpreting and applying relevant laws, codes and regulations.
- Skill in prioritizing multiple tasks and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and departments.

### **Minimum Requirements-Education, Certifications and Licenses**

- Two (2) years journey level experience in electrical, carpentry or plumbing.
- Valid State of California driver's license.
- Applicants must pass a standard criminal history and background check at time of hire. Candidates assigned to work in County Public Safety/Law Enforcement facilities may also be subject to additional background check requirements, including local, state and national fingerprinting through agencies such as the Department of Justice and Federal Bureau of Investigation

### **Environmental Factors and Conditions/Physical Requirements**

- Work is performed in an office environment.
- May be required to lift and carry items weighing up to 50 pounds.
- May be exposed to dangerous machinery, hazardous chemicals and extreme weather conditions.

### **Equipment and Tools Utilized**

- Standard equipment includes motor vehicle and standard building tools.

