



Job Title	Craftsworker
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

The Craftsworker is responsible for skilled and semi-skilled construction, maintenance, repair, and general assistance within the Department of Public Works (DPW).

Supervision

Received	Working Foreman
-----------------	-----------------

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Duties (all divisions)

- Operates a variety of motor driven vehicles and equipment including front end loader, backhoe, excavator, etc.; uses a variety of power-driven and hand tools to perform assigned tasks; ensures that all safety precautions are followed while carrying out various public works-related projects.
- Services equipment to ensure proper operation, reports any malfunctions to the supervisor, and assists in making minor repairs and conducting routine maintenance.
- Prepares routine records, logs, and reports; responds to routine inquiries, requests, and complaints from the public or contractors; may assist outside contractors engaged in construction and repair activities.
- Participates in professional development to maintain knowledge and licenses or certifications related to the provision of duties and responsibilities as well as safety requirements.
- Provides backup support and assistance for other DPW projects ranging from emergencies, seasonal incidents, and special projects on an as needed basis.
- Mandatory participation in the Snow & Ice Program; may include road treatment, plowing, snow hauling, etc.
- Follow safe work practices in accordance with federal and state laws and departmental procedures.
- Performs other related job duties as required.

Parks & Forestry Duties

- Performs skilled and semi-skilled craft work, including construction, maintenance, and repairs to parks and open space facilities; may perform carpentry and various woodworking; installation and repair of parks and open space facilities, benches, tables, equipment, and related appurtenances; paints objects, walls, or structures; other comparable craft work.
- Utilizes ladders and/or a bucket truck to safely and skillfully trim and remove branches, limbs, or treetops; removes and disposes of stumps, clears and removes brush, and prunes brush.

Streets & Transportation Duties

- Performs skilled and semi-skilled craft work, including construction, maintenance, and repairs to roadway infrastructure; builds retaining walls, stone walls, head walls, and performs concrete work on sidewalks and other locations; paints and performs masonry; erects and repairs wood structures; paints buildings and traffic lines.
- Performs routine skilled and semi-skilled work in the construction, repair, and maintenance of public ways and related infrastructure, including sidewalks, curbs, medians, and associated traffic signals, signage, and appurtenances

Water, Sewer, Drains Duties

- Performs skilled and semi-skilled craft work, including construction, maintenance, and repairs to utilities infrastructure related to water and wastewater systems; cleans and inspects water lines; fixes pipes and lays access hole covers; runs rollers and compactors; excavates and fills trenches; spreads concrete and asphalt mix; installs and inspects water meters; repairs and maintains water hydrants.
- Performs skilled and semi-skilled maintenance work, including construction, maintenance, and repairs to utilities infrastructure related to wastewater and stormwater systems; cleans, inspects, and flushes wastewater lines and catch basins; excavates trenches and performs valve connections and repairs; spreads concrete and asphalt mix; installs and inspects meters.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- 1 to 3 years of related experience.
- OSHA 10 Hour Training required at time of hire or the ability to obtain within 1 year of employment.
- CDL B

Beneficial for all divisions:

- CDL Class A
- 2A, 1C, 4E, 4G Hoisting licenses

Division Requirements (Parks & Forestry)

- 2B Hoisting license

Division Requirements (Streets & Transportation)

- 2B Hoisting license

Division Requirements (Water, Sewer, Drains)

- Tanker endorsement (Sewer)
Beneficial (Water, Sewer, Drains)
- Grade D1, T1 Water license.

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Relevant building and construction trades related to maintenance and infrastructure. • Safe and effective operation of department and specialized equipment, machinery, vehicles, hand, and power tools. • Safety practices regarding the use of department vehicles and equipment. • Field safety. • Municipal geography.
Ability to	• Follow directions. • Operate specialized equipment. • Work independently with minimal supervision. • Interact with the public tactfully and effectively. • Establish and maintain effective working relationships. • Carry out essential functions under hazardous or inclement weather conditions in a safe manner.
Skill in	• Building trades and general construction, maintenance, and repair. • Strong communication skills, problem-solving skills, and customer service skills. • Proficient fine motor and mechanical skills required to operate hand and power tools and equipment used to carry out the essential functions of the position in a safe and efficient manner. • Operation of heavy/light motor equipment, construction equipment, and performance of physical labor.

Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties require frequent and extended periods of time performing outside work, subject to all weather conditions and extremes.
- Prolonged periods of exposure to challenging environmental conditions such as uneven terrain; cramped spaces; heights; high concentrations of dust, dirt, grease, fumes, smoke, intense odors, and loud noises where continued attention must be given to safety protocols; during emergency situations, work may be performed under considerable pressure.
- Uses moderate physical strength and effort daily, such as moving, lifting, carrying, and stacking heavy objects, and pulling, pushing, standing, or walking for extended periods of time.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.

- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; reviews detailed information displayed on a computer screen.
- Regular and sustained periods of time in strenuous physical exertion, requiring the ability to lift, carry and position heavy objects up to and including 100 pounds, utilizing proper body mechanics and techniques.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer