

FIRE DEPARTMENT
SANTA CLARA COUNTY

GENERAL MAINTENANCE CRAFTSWORKER

DEFINITION

The classification of General Maintenance Craftsworker performs a variety of skilled and semi-skilled duties in maintaining Department structures, equipment, and grounds. Work is performed under general supervision.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from all other Department classes through the specialized knowledge, skills and training required for performance of the work.

The incumbent will report to the Construction Coordinator in the Support Services Division.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Perform a variety of semi-skilled and skilled building maintenance tasks involving cabinetmaking, rough and finished carpentry, plumbing, painting, electrical work, concrete work and sheet metal work.
- Perform semi-skilled tasks in the maintenance of Department grounds. These tasks may include the repair of equipment such as sprinkler systems and the manual tasks of mowing, trimming, cultivating and planting of landscaped areas.
- Operate a variety of hand and power tools in connection with the performance of work.
- Fabricate wood or metal parts, fixtures or components as necessary.
- Determine type and quantity of materials needed for jobs, and order materials in accordance with established procedures.
- Research trade publications and manufacturer manuals to assist in the diagnosis of the problem and determining remedy. Consult with suppliers and manufacturer representatives as necessary.
- Operate light equipment such as single-axle trucks in the performance of work.
- Maintain job records by organizing work orders, prioritizing, filing and general recordkeeping.

EXAMPLE OF DUTIES (continued)

- Operate a computer with the knowledge and ability to use basic software programs such as Microsoft Excel and Word.
- May provide limited work direction to other Department personnel.
- Perform other related work as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or passing of the General Education Development (GED) test, and journey-level experience of at least four (4) years in one or more of the primary building trades such as carpentry, plumbing, electrical, general contracting, building construction and maintenance, general residential and/or commercial remodeling.

Knowledge of:

- Techniques, materials tools and equipment used in the carpentry, plumbing, electrical and other building trades.
- Basic principles, techniques and tools used in the repair of sprinkler systems.
- Safe work practices in compliance with the California Occupational Safety and Health standards (Cal/OSHA).

Ability To:

- Effectively utilize a variety of building trades skills.
- Operate tools and equipment safely.
- Work independently.
- Accurately interpret blueprints, drawings and sketches, and make accurate estimates of job time and materials.
- Understand and carry out written and verbal directions.
- Perform frequent moderate to heavy physical labor.
- Maintain work records such as organizing work orders, prioritizing, filing and general recordkeeping.
- Maintain effective working relationships with those contacted in the course of work.
- Maintain a safe driving record.

Working Conditions/Physical Demands: Work is performed on Department property at various locations. Work involves physical exertion, including standing, stooping, reaching, crawling and climbing. Must be able to lift at least 80 lbs. Manual dexterity; clear, understandable speech; and visual and hearing acuity are required. There may be exposure to noise, dust, flammable irritants and materials.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate must complete and pass a Live Scan fingerprint, background check, psychological evaluation, and medical examination.