

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 facility 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 Facilities Maintenance Manager 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, low voltage electrical work, mechanical systems (HVAC/R), concrete work and sheet metal work.
- Perform semi-skilled tasks in the maintenance of Department grounds. These tasks may include the repair and maintenance of equipment such as irrigation systems, waterproofing, and drainage.
- Operate a variety of hand and power tools in connection with the performance of work.
- Fabricate and frame wood or metal parts, fixtures or components as necessary. Bend conduit as needed; pull wire.
- Determine type and quantity of materials needed for jobs, develop cost estimates for labor and materials, and order materials in accordance with established procedures.
- Review vendor and contractor bid estimates.
- Research trade publications and original equipment 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 and scissor lifts in the performance of work.

EXAMPLE OF DUTIES (continued)

- Maintain job records by organizing work orders, prioritizing, filing and general recordkeeping. Update status of work requests online within the work order management information system.
- 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 equivalency, and journey-level experience of at least four (4) years of full-time experience in one or more of the primary building trades such as carpentry, plumbing, electrical, mechanical (HVAC/R), general contracting, building construction and maintenance, general residential and/or commercial remodeling.

Experience and/or licensing in a specific trade may be desired. If there is such requirement, information will be outlined in the job announcement.

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 communicate both orally and in writing.
- Effectively utilize a variety of building trades skills.
- Operate tools and equipment safely.
- Work independently, exercise judgement to manage time appropriately and minimize distractions.
- 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.
- Perform facility system inspections, calibrate equipment, diagnose problems.
- Respond promptly to call-backs.
- 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.
- Ascend ladders up to 24 feet carrying tools and materials, where the ladder has a weight limitation of 350 pounds.
- Service and repair automatic door sensors.
- 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, climbing, lifting, pushing, pulling, and carrying. Must be able to lift at least 80 pounds. Manual dexterity; clear, understandable speech; and visual and hearing acuity are required. There may be exposure to noise, dust, flammable irritants and materials during the course of work.

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

Tools: Upon hire, must have personal hand tools suitable for the performance of duties. Specific shared tools will be provided by the Department.

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