

DATE	March 2009
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Craft Technician DEPARTMENT/DIVISION: Varies

REPORTS TO: Varies

SUMMARY: Responsible for providing specialized repair and maintenance duties in a skilled trade (e.g. chemical application, irrigation systems, HVAC, electrical, welding, carpentry, plumbing, and locksmithing). Duties may include: obtaining bids on parts; troubleshooting and maintaining systems; ensuring City buildings are in proper working condition; conducting inspections; and, performing maintenance and repairs in accordance with state codes, regulations, and safety procedures. Work is performed with limited supervision. May require training and direction to other employees.

ESSENTIAL JOB FUNCTIONS:

- Performs specialized troubleshooting, repair, and maintenance in a skilled trade to a variety of structures, equipment, and/or systems, which may include: electrical circuits, HVAC systems, locks, plumbing systems, motorized doors, playground equipment, landscape equipment, aquatic systems, irrigation systems, and/or other related items.
- Operates a variety of specialized tools and equipment, which may include: computerized monitoring systems, sprayers, mixers, hand and power tools, and/or other related tools and equipment.
- Maintains work order logs and prioritizes work accordingly.
- Determines quantity and types of equipment and other materials to be used for work orders
- Monitors inventory of supplies and equipment to ensure adequate stock and functionality is maintained; orders required supplies when inventory levels meet established guidelines.
- Inspects, repairs, regulates, and maintains existing and/or new facilities, systems, fixtures, and equipment; participates in periodic servicing activities.
- Reads, interprets, and reviews drawings for proposed new facilities and renovations.
- Monitors the work of external contractors to ensure contract terms and specifications are met and adhered to. Provides technical expertise and guidance to contractors on a regular and on-going basis during applicable projects.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Facility Services

 Performs a wide variety of activities in support of facility maintenance, which includes: painting, repairing roof leaks, replacing ceiling tiles, maintaining and troubleshooting electrical doors and gate operators, installing lock cores and changing locksets,

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unstopping drain systems and replacing crushed or broken underground pipes, replacing and rewiring outlets and switches, changing out electrical breakers, replacing HVAC fan motors and compressors, and/or performing a variety of related activities.

Parks & Recreation

Parks – Parks Maintenance

• Performs grounds maintenance activities, which includes: raking and maintaining loose materials in public playground areas and other landscape maintenance; designing, installing, and maintaining large-scale irrigation systems; maintaining drinking fountains; inspecting public water supplies to detect cross connection problems; maintaining and repairing minor plumbing fixtures; inspecting, maintaining, and repairing feature fountain(s); inspecting, repairing and removing graffiti from playground equipment; repairing electrical outlets; repairing ponds; and installing signage.

Parks – Chemical Applicator

- Maintain quality turf and landscape beds in Parks and Facilities using necessary herbicides, fertilizers, and pesticides.
- o Aquatic herbicide applications as required.

Parks – Irrigation Tech

- Tests and maintains backflow devices.
- o Responsible for installation and programming of new irrigation systems.
 - Inspects, maintains, troubleshoots, and repairs:
 Irrigation systems in parks, medians, and municipal facilities throughout the City of Carrollton water fountains and plumbing fixtures;
 - Feature fountain at City Hall:
 - Electrical wiring in irrigation control boxes and under ground wires to electrical valves;
 - Electrical outlets

Athletics

- Performs a wide variety of activities in support of public aquatic areas, which includes: maintaining mechanical operations of pumps, pool plumbing, and filters; maintaining chemical balance of aquatic facilities; performing pool inspections for cleanliness, organization, code violations, mechanical issues, and safety hazards; participating in construction and renovation projects; and/or, performing a variety of other related activities.
- Performs a wide variety of activities in support of athletic field maintenance, which includes: maintaining the quality of turf areas on sports fields and common areas and applying chemicals for fertilization and/or pest control.
- Performs landscape maintenance activities.
- Performs field evaluations and recommends repairs.
- Responsible for all aspects of field repair, construction and renovation.
- Sets and maintains irrigation schedule for all athletic complexes.

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SUPERVISORY/BUDGET RESPONSIBILITIES:

• Provides budget input and helps monitor specific line item expenditures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of electrical system test equipment;
- Knowledge of facilities maintenance practices and procedures;
- Knowledge of applicable Federal, State, and local laws, rules, and regulations;
- Knowledge of chemicals and chemical mixtures;
- Knowledge of safety and security procedures;
- Knowledge of applicable tools and equipment of the trade;
- Knowledge of inventory maintenance principles;
- Knowledge of basic mathematical concepts;
- Knowledge of construction procedures;
- Skilled in evaluating and recommending repair, replacement, and maintenance of applicable components and equipment;
- Skilled in effectively solving problems and making decisions;
- Skilled in maintaining records;
- Skilled in performing manual labor;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in performing and administering formalized preventative maintenance programs;
- Skilled in operating and maintaining specialized equipment;
- Skilled in reading, comprehending, and interpreting technical documents and instructions;
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Knowledge of various irrigation systems;
- Knowledge of methods for repair and installation of controllers, backflow devices, wires, PVC pipe and valves;
- Ability to read irrigation plans
- Knowledge of chemicals and proper handling techniques;
- General knowledge of soil types;
- General knowledge of landscaping techniques

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years experience in area of specialty.
- May require certification in area of specialty.

Parks

Parks - Irrigation Tech

o Experience with irrigation systems.

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Athletics

- Experience with landscaping maintenance equipment and chemical applications.
- Must obtain State Chemical Application license within 3 months of employment.
- May be required to be a Certified Pool Operator

PREFERENCES:

• Completion of an approved apprenticeship or training program in a related skilled trade.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must satisfy pre-employment drug test.
- Must satisfy criminal history check.
- Must satisfy motor vehicle records check.
- Must obtain Class A CDL driver's license within 3 months (excludes Facility Services).

Parks

Parks - Chemical Applicator

 Must obtain a Non Commercial/Political Chemical Applicators License within 6 months of employment.

Parks - Irrigation Tech

- o Must obtain a backflow certification or obtain with 3 months.
- o Obtain State of Texas Irrigator's License within 1 year of employment.

Parks – Construction

Obtain NPSI Playground Safety Certification within 1 year of employment.

Athletics

• Must obtain State Chemical Application license within 3 months of employment.

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