



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,

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.
- Aquatic herbicide applications as required.

Athletics

Athletics – Athletics Maintenance

- 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.

Athletics – Chemical Applicator

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

Athletics – Irrigation Tech

- Tests and maintains backflow devices.
- 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 underground wires to electrical valves;
- Electrical outlets

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

- Experience with irrigation systems.

Athletics

- Experience with landscaping maintenance equipment and chemical applications.

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.

Athletics

Athletics – Chemical Applicator

- Must obtain State Chemical Application license within 6 months of employment.

Athletics – Irrigation Tech

- Must possess a backflow certification or obtain within 6 months.
- May be required to obtain State of Texas Irrigator's License within 1 year of employment.

Athletics – Construction

- May be required to obtain CPSI (Certified Playground Safety Inspector) Certification within 1 year of employment.
- May be required to become a Certified Pool Operator.