

City of South San Francisco  
Human Resources Department

**Building Maintenance Craftworker**

Class Description

**Definition**

Under general supervision, performs a variety of semi-skilled and skilled duties in connection with the construction, maintenance, and repair of City buildings and other facilities; and performs related duties as assigned.

**Distinguishing Characteristics**

This classification is distinguished from all other maintenance classes through its specialization in building construction and maintenance requiring skills in one or more of the building trades. Depending upon assignment, tasks may emphasize a specific trade, such as carpentry and plumbing, but will also involve other crafts including painting and electrical. An employee in this classification may direct the work of others on a project or relief basis.

**Typical and Important Duties**

1. Constructs, remodels, and repairs a variety of buildings and structures, such as walls, partitions, doorways, counters, stairways, roofs, and floor coverings.
2. Builds and/or installs cabinets, shelving, bookcases, molding, and other items involving finish carpentry.
3. Performs other crafts-related work in connection with the construction, alteration, and repair of buildings and related facilities.
4. Inspects work sites to take dimensions, prepare estimates of time and materials to lay-out work.
5. Reads and interprets blueprints, schematics, diagrams, and catalogues.
6. Maintains work orders, service records, and time logs.
7. Prepares drawings and specifications for assigned projects.
8. Estimates materials and supplies required to perform assigned work; orders supplies and materials as required.
9. May direct the work of other workers on a project or relief basis.
10. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

Knowledge of:

- Tools, equipment, techniques, and practices used in rough and finish carpentry work.
- Tools, equipment, techniques, and practices used in other building trades work.
- Safe and proper use of power tools, hand tools, and work materials.
- Occupational hazards and safety practices and procedures related to the work.
- Techniques for dealing with the public, City staff, and representatives of contractors in an effective manner.

Ability to:

- Effectively and safely perform assigned projects.
- Accurately interpret sketches and plans.
- Acquire a general knowledge of division policies and procedures as related to building operations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Use small hand tools and shop equipment necessary to repair electrical equipment.
- Perform heavy physical and manual labor.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of progressively more responsible journey-level experience in construction maintenance or in a related field.

Training:

Equivalent to graduation from high school, supplemented by completion of coursework or an applicable apprenticeship program.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license, and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

#### **Physical Skills:**

Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand and power tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

#### **Work Environment:**

Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

#### **Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

### **Additional Information:**

- Approved: June 1999
- Revised Date: December 2001, January 2003, June 2003
- Former Titles: Reclassed from Building Maintenance Custodian
- Abolished:
- Bargaining Unit: AFSCME
- DOT: No
- Status: Classified/Non-exempt
- Job Code: A465