



DATE	March 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Craft Technician III
 DEPARTMENT/DIVISION: Facility Services
 REPORTS TO: Support Services Supervisor

SUMMARY: Responsible for providing specialized repair and maintenance duties in a skilled trade (e.g. 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.

ESSENTIAL JOB FUNCTIONS:

- 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.
- 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.
- Acts as Lead Craft Technician and is available to train and advise others.
- 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.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

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.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Five years experience troubleshooting and repair in one of the following disciplines: Plumbing, HVAC or Electrical
- Two years experience repairing all three of the following disciplines: Plumbing, HVAC and Electrical
- Certification, License, or Discipline Degree are equivalent to five years experience
- Must have a valid Texas Class “C” Driver’s License

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.