



<b>DATE</b>	April 2021
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Craft Technician – Parks (Irrigation)  
 DEPARTMENT/DIVISION: Varies  
 REPORTS TO: Varies

**SUMMARY:** Responsible for providing specialized repair and maintenance duties in a skilled trade (e.g. irrigation systems and plumbing). Duties may include: obtaining bids on parts; troubleshooting and maintaining systems; 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: plumbing systems, 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, 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:**

**Parks - 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 under ground wires to electrical valves;
- Electrical outlets
- 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.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of facilities maintenance practices and procedures;
- Knowledge of applicable Federal, State, and local laws, rules, and regulations;
- 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
- 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 – Irrigation Tech**

- Experience with irrigation systems.

**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 9 months.

**Parks - Irrigation Tech**

- Must possess a backflow certification or obtain with 6 months.
- May be required to obtain State of Texas Irrigator's License within 1 year of employment.
- May be required to become a Certified Pool Operator/Aquatic Facility Operator.