



DATE	March 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Craft Technician I
 DEPARTMENT/DIVISION: Facility Maintenance
 REPORTS TO: Facility Services Supervisor

SUMMARY: Assists maintenance personnel in the repair and maintenance of machinery, plumbing, physical structures, electrical wiring and fixtures of city facilities; performs minor repair and maintenance activities as directed, prepares simple records of work performed and materials used.

ESSENTIAL JOB FUNCTIONS:

- Paints city property as needed
- Maintains maintenance agenda
- Lays or replaces carpet squares and tile
- Interprets technical blue prints when assisting with electrical wiring maintenance
- Responds to emergency maintenance repairs such as broken pipes or light fixture changes
- Combinates keys on locks of all city facility entrances and stamps out all city keys
- Maintains files on key codes
- Installs and relocates office cubicles
- Requests bids from vendors on interior materials
- Inspects ¾ ton pickup truck weekly
- Conducts preventative maintenance on monthly basis
- Maintains daily activity reports
- Determines and recommends material and equipment needs
- Provides direction to non-city personnel such as contractors
- Assists in laying of electrical wiring
- Assists in cabinetry and carpentry work
- Assists in heating, ventilation and air conditioning system maintenance
- Conducts work order computer entry as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in reading and understanding reference books and manuals
- Skill in performing basic arithmetic

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must have a valid Texas Class “C” Driver’s License

PREFERENCES:

- Overhead door maintenance experience

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.