



Town of Hillsborough Positions Descriptions Maintenance Craftworker

Department: Public Works
FLSA Status: Non-exempt

Bargaining Unit: Public Works and Clerical
Revision Date: 8/03/00

GENERAL PURPOSE

Under general supervision, performs a variety of skilled maintenance work, and operates a variety of equipment in the construction, repair and maintenance of City facilities and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Assists in the training of lower level employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities;
- Maintains a variety of records relating to inspections and maintenance activity;
- Determines the locations of stormdrain, water and sewer lines from the appropriate sources prior to excavation;
- Responds to citizen's complaints and takes appropriate actions;
- Performs routine cleaning inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment;
- Operates light and medium-sized construction and power equipment, such as backhoe;
- Performs all duties in conformance to appropriate safety and security standards;
- Performs rough and finish carpentry tasks to build, maintain and renovate city facilities;
- Repairs electrical wiring, fixtures and panels;
- Provides technical supervision to assigned staff;
- Assists sewer, water and street crews with maintenance work as needed.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent; valid California Class B drivers' license; and four (4) years of experience in the construction trades. Considerable knowledge of uniform building codes, equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Skill in operation of hand and power tools, equipment and vehicles. Ability to perform heavy manual tasks for extended periods of time; work safely; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public.

City Manager: _____ Date: _____