

# CITY OF REDWOOD CITY SENIOR CRAFT SPECIALIST

## **DEFINITION**

To perform a variety of maintenance tasks including carpentry, plumbing, electrical, irrigation repair and construction; to assume significant responsibility for general maintenance of the City parks and facilities.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Parks, Recreation and Community Services Manager.

Responsibilities include indirect supervision of Landscape Gardeners.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Install and maintain all types of irrigation systems and components.
2. Repair and maintain drinking fountains; install, repair and replace plumbing fixtures.
3. Mix concrete; prepare forms and pour foundations.
4. Paint surfaces as required.
5. Install and maintain drainage systems.

## **OTHER JOB RELATED DUTIES**

1. Design, install, modify, inspect, repair and maintain irrigation system; install irrigation system controllers, pipe, wire and fittings; repair clock inner mechanisms.
2. Trouble shoot pumps, automatic valves, pump pressure and automatic timers.
3. Perform related duties and responsibilities as required.
4. Perform work with a record of regular attendance and punctuality.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Tools, equipment and procedures used in the construction, repair and maintenance of grounds and buildings.

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Carpentry, welding, plumbing, electrical, masonry and concrete work and mechanical equipment.

Safe work practices.

**Ability to:**

Understand and carry out both oral and written directions in an independent manner.

Oversee and monitor the work of others.

Trace broken underground wiring with sophisticated electronic equipment.

Program and diagnose problems with sophisticated computerized irrigation system controllers.

Read and interpret blueprints.

Perform a variety of mechanical and plumbing maintenance procedures.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate a variety of equipment used in building construction, maintenance, repair and general grounds maintenance.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

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

**Experience:**

One year of irrigation experience and two years of park maintenance experience including maintenance of facilities.

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**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized technical training in park maintenance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.  
Desirable to possess state certification license for backflow prevention devices.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 50 lbs.;  
exposure to outdoors, confining work space, electrical hazards, chemicals, dust,  
and mechanical hazards.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. MAE
2. MAE
3. MAE
4. MAE
5. MAE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** January, 2001

**Bargaining Group:** Service Employees' International Union - Local 715