



**SKILLED TRADES WORKER  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Skilled Trades Worker (Facilities-Building)	<b>CLASSIFICATION:</b> Skilled Craft	<b>IMMEDIATE SUPERVISOR:</b> Facilities Superintendent and or Foreman
<b>PAY GRADE:</b> 118	<b>DEPT:</b> Public Works	<b>STATUS:</b> <u>FT</u> <u>PT</u> <b>EXEMPT</b> <u>NON-EXEMPT</u> <b>BARG UNIT</b> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs skilled, semi-skilled and routine tasks as trades person related to the maintenance of buildings and facilities.

**SUPERVISION EXERCISED:** Projects may require supervision of General Maintenance Workers I and II.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs repairs and maintenance of facilities, including cabinets, desks, tables, and other office furniture and administrative equipment.
- Performs general interior and exterior building maintenance and repairs, including drywall, painting, tiling, masonry, power washing, and minor air conditioning system repairs.
- Assists with office renovations.
- Performs rough and fine carpentry tasks.
- Performs general plumbing repairs and maintenance of plumbing systems and fixtures, including but not limited to water and sewer lines, sinks, faucets, and toilets.
- Assists in the General Maintenance Worker I and II performance evaluations and disciplinary processes.
- Prepares labor and material cost estimates; manages project budgets.
- Can work independently or with a crew.
- Must be available for overtime or emergency response as needed.

**OTHER DUTIES:**

- Supervises groups of skilled and unskilled workers as required.
- Prepares reports as required.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma or equivalent;
- Considerable experience in the skilled trades, i.e. carpentry, plumbing, HVAC, Building Maintenance
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of practices, procedures, methods and tools relative to skilled trades, including but not limited to carpentry, plumbing, painting and masonry.
- Thorough knowledge and skill in the care and use of power tools, including safety precautions.
- Ability to prepare labor and material cost estimates to complete various projects.
- Ability to read blueprints.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to plan, instruct and supervise skilled and unskilled workers in division projects as required.
- Ability to communicate effectively both orally and in writing.
- Ability to respond to unplanned events or issues with little to no notice.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- Intermediate FDOT Maintenance of Traffic certification within 6 months of hire.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands and fingers to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, and occasionally more. Specific vision abilities required by this job include close vision, distant vision, color vision, shades of color, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Power tools, hand tools, Ladder, Vehicle, and associated equipment used in the various skilled trades.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The employee occasionally works in high, precarious places, and may work near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment can occasionally become loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required in addition to background, criminal and DMV check. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Job History**

Revised 04-09-04

Revised 10-31-06

Revised 11-05-08

Revised 01-03-17

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