

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Skilled Trades Technician I		
<b>Job Code:</b>	ST5260	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	507	<b>Date Reviewed:</b>	07/03/2015
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	07/09/2018

### GENERAL SUMMARY

Performs skilled maintenance, installation, and fabrication tasks in the assigned trades (Welder, Roofer, Painter, and Building Equipment Operator) area of responsibility. Follows a preventive maintenance schedule for equipment and provides technical support to the assigned supervisory personnel.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Develops work plans and schedules to provide services in an assigned trades area.
2. Employs safe work practices and follows safety guidelines established by the assigned department.
3. As appropriate, supervises the work of unskilled personnel.
4. Maintains appropriate records, writes reports and prepares correspondence as assigned.
5. Establishes and follows a preventative maintenance schedule for equipment in an assigned area of responsibility. Inspects and cleans tools after use. Orders and maintains supplies according to established City and departmental procedures.
6. Performs related duties outside of the area of specialization as required by specific jobs.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **When assigned to building equipment operator duties:**

1. Performs maintenance and repair of all electrical and mechanical systems, except those requiring the attention of a licensed specialist.
2. Installs outlets and replaces switches, light bulbs and fixtures.
3. Monitors electrical and electronic equipment including air conditioning and heating systems.
4. Makes minor repairs to furniture, door hinges and locks.
5. Installs and implements new equipment and materials.
6. Assists in preparing assigned facility or building for special events.

### **When assigned to painting duties:**

1. Prepares surfaces for finishing by taping and bedding, sanding, sand blasting, stripping or scraping.
2. Applies paint with sprayer or brush.
3. Prepares and applies stains, shellacs or varnishes.

### **When assigned to welding duties:**

1. Uses various welding techniques to make necessary repairs to metal objects. Installs a variety of metal objects and fixtures. Fabricates metal parts or objects as assigned. Assembles or disassembles metal objects as appropriate.
2. Builds steel doors, handrails, motor mounts, frames, loading ramps and storage racks.
3. Applies welding skills in the construction of buildings, gates and related devices.
4. Interprets diagrams, blue prints or drawings relating to fabricating, welding and assembling finished products.
5. Inspects and diagnoses structural problems with vehicles and equipment in the city fleet. Fabricates and assembles parts and equipment for city automotive and heavy equipment. Welds, brazes, solders and cuts steel, stainless steel and aluminum using a torch or welder.
6. Fabricates and mounts hydraulic tanks. Design and fabricates roto-boom platforms. Performs additional welding duties on telephone poles or in bucket trucks.

### **When assigned to concrete finishing duties:**

1. Builds complicated forms for repair of concrete bridge abutments, columns and slabs.
2. Participates in setting rails and forms and tying structural steel for concrete projects.
3. Directs pouring, spades freshly poured concrete and screens surface level with rails or forms.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **• Knowledge of:**

- Different types of paints and coatings.
- Methods of mixing and blending paint.
- Preparation of surfaces for finishing and painting.
- Techniques, tools and materials of painting duties.
- Concrete work and finishing.
- Blueprints.
- Various hand and power tools.
- Common safety precautions and practices.
- General departmental policies and regulations.

### **• Skill in:**

- Planning and prioritizing.
- Observation and decision-making.
- Organization and time management.

### **• Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Analyze problems and identify solutions.
- Evaluate employee performance.
- Read and interpret blueprints and drawings.
- Manage multi-craft projects.
- Run backhoe, bobcats and maintainer.
- Plan and manage employee development.
- Assists in the development of goals, objectives and procedures.
- Estimate material and labor costs.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS diploma/GED supplemented by specialized training in HVAC, electrical technology, or a related field and two years responsible experience in the installation, maintenance, and repair of HVAC and electrical systems.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

When assigned to Transportation and Public Works (TPW) Department, must possess a valid Class A Commercial Driver's License (CDL) or have the ability to obtain a Class A CDL within six months of hire.

Maintenance Electrical License.

Appropriate certifications related to field.

Environmental Protection Agency specialized technician certification may be required.

## **WORKING 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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **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.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.