

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 205229
Grade: 15
FLSA: N**

PUBLIC SERVICE CRAFTWORKER I

DEFINITION OF CLASS:

Employees in the Public Service Craftworker Series perform a combination of construction, maintenance and repair work that involves more than one trade or craft, requires a notable level of skill in at least one trade or craft, and is linked to the unit or position of assignment. This class is distinguished from Public Service Craftworker II in that the latter is the journey level, whereas the Public Service Craftworker I work performed may or may not be at the journey level in any single trade/craft. Work in this occupation varies considerably because of the combination of possible trade/craft tasks that are performed in many different work situations.

MAJOR DUTIES:

An employee in this class builds, maintain, repair, and modify/alter: grounds by mowing, removing trees/limbs/debris, trimming shrubs, erecting/repairing fencing and performing other grounds maintenance; roadways, parking lots and sidewalks by making curb/pothole repairs, resurfacing roads with asphalt, doing masonry and paver work, constructing/repairing sidewalks, etc.; exterior structures and infrastructure by repairing or installing catch basins, building or repairing retaining walls, etc.; buildings or building components by fixing roofs, walls, stairs, doors and windows; other primary structures such as parking garages, which may include mixed use facilities with tenants; ancillary structures such as control rooms, kiosks and booths; appurtenances, such as gutters, pumps, drains, etc., and fixtures, such as light/traffic poles and parking meter stems; and utilities such as light repair of heating, ventilation, and air conditioning (HVAC) units. For many positions, the work includes operation of large over-the-road vehicles.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs general carpentry work in the construction, alteration and maintenance of buildings, parking garages, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture.
- Lays brick and block in the construction of catch basins, retaining walls, stairwells, booths and similar structures or performs quick turn-around masonry repairs.
- Constructs and places forms, pours (or directs the pouring of) concrete into forms and finishes concrete abutments, headwalls, and other concrete portions of bridges and other structures.
- Constructs and places forms for sidewalks, curbs, gutters, traffic pole bases, furnace unit walls, and overhead light pedestals; pours concrete to desired level, grade and contour.
- Applies exterior coatings on bridge and building structural members, guardrails, and other structures and/or applies interior coatings after fixing drywall and other surfaces.
- Spot-replaces wall tiles and floor covering of all types.
- Spot-replaces roofing, gutters and downspouts.
- Operates an acetylene torch to cut various steel shapes; fabricates metal for various construction, maintenance and repair activities. Welds railings, sign brackets, etc.
- As assigned, operates and performs CDL-mandated checks and procedures, manufacturer-recommended and other operator-level general inspections and preventive maintenance tasks on one or more of the following pieces of equipment: 10,000-15,000 GVW dump trucks; 26,000-35,000

GVW dump trucks; cement mixers (towed); 11/2 cubic yard loaders; skid loaders with attachments; pavement saw, electric welders (towed), 4-6 ton rollers; hydro seeders; trash pumps; air compressors; and similar types/makes of equipment. Ensures equipment hauled is properly rigged. May operate a tractor trailer.

- Uses a wide variety of tools of the trades/crafts practiced.
- Conducts facility inspections, correcting minor electrical, mechanical or structural problems.
- Serves as ‘first responder’ by looking into reported facility maintenance problems; resolves problems on own or recommends more comprehensive action.
- Interprets blueprints and schematics and makes sketches.
- Prepares daily written reports of work performed and status of work in progress.
- Installs/makes adjustments and repairs to locks, doors, hinges and other hardware.
- Troubleshoots and repairs a variety of ‘light’ plumbing problems, replacing fixtures and equipment.
- Troubleshoots and repairs a variety of ‘light’ electrical problems, replacing lamps, fixtures and other equipment.
- Troubleshoots and repairs a variety of ‘light’ HVAC problems, replacing filters, lubricating parts, etc.
- Performs demolition work in the removal of walls, ceilings and other building components.
- Requisitions and obtains needed tools, equipment, parts and supplies.
- May serve as a flagger in traffic control, occasionally.
- May lead less skilled employees in the performance of their duties, occasionally.
- May act as a leader in the absence of the supervisor or leader for limited periods.
- May use a computer to access and document work records, such as work orders, and to perform other tasks.
- As assigned, participates in snow removal operations and leafing operations as a driver and a laborer, as needed.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Assignments are received in the form of oral and written instructions or work orders that may be accompanied by complete or incomplete sketches, pencil layouts or blueprints or, in some cases, detailed plans and specifications. Completed work is spot checked to ensure that it meets accepted trade/craft or equipment operation standards.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The employee is expected to independently plan and lay out the work, either working alone or as part of a crew; this includes selection of tools, equipment, parts and materials and, sometimes, approach.

COMPLEXITY:

The complexity of the work varies somewhat from task-to-task, crew-to-crew or position-to-position. Complexity in class overall is best characterized by routine maintenance and repairs involving defects or malfunctions that are readily found, or straightforward task work that may be interspersed with non-routine maintenance and repairs requiring analysis of what needs to be done and installation/repair/improvement tasks that involve working to close tolerances.

SCOPE AND EFFECT:

A Public Service Craftworker provides routine/non-routine maintenance as well as installations, rebuilds, repairs and alterations across a wide variety of facilities as a crew member or as an individual.

CONTACTS:

Contacts generally are limited to skilled trade/craft and unskilled employees involved in similar work, but they extend to office employees in units requesting maintenance/repair service; almost all contacts involve exchange of straightforward information about specific construction, maintenance, repair and alteration assignments.

PUBLIC SERVICE /ASSISTANCE:

This class of work may include some public service/assistance, but it is incidental to the primary focus of the work performed.

HAZARDS:

Work regularly involves exposure to loud noises, vibrations, dust, dirt and grease. In most positions, work is performed outdoors where the employee is regularly exposed to adverse weather, grease, dirt and muck from digging and working amid run-off, storm drains and catch basins, asphalt and other bituminous products, noxious or malodorous fumes, high levels of dust and similar unpleasantness and discomforts. Some work is performed at heights – on roofs, atop ladders, scaffolding and platforms, etc. The employee, when working at heights or close to moving traffic, operating power tools/equipment and/or being around moving machinery or energized equipment, is exposed to hazards that require situational awareness, special safety precautions to safeguard the worker and use of some personal protective equipment, such as safety shoes, hard hat, hearing protection, eye protection and/or respiratory mask.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or possession of a High School Certificate of completion recognized in the State of Maryland.

Experience: Four (4) years of experience performing building maintenance tasks, building/structural maintenance tasks, repair and alteration involving the application of any building maintenance trades (carpentry, plumbing, electrical, etc.).

Equivalency: None

Knowledge, Skills, and Abilities:***Thorough Knowledge of:***

- Selecting and applying the methods, practices, tools, equipment and materials of two or more trades or crafts to perform a combination of journey level or sub-journey level tasks in two or more trades or crafts as pertinent to the position of assignment. This knowledge/skill set includes independent work layout and judgments in working from drawings or work orders that are often incomplete and may require knowledge of one of more building codes.
- Effectively and safely operating and performing operator-level general inspections and preventive maintenance tasks on the vehicles/equipment assigned. This includes knowledge of the height, width, length, weight, capacities and capabilities of assigned vehicles/equipment in order to judge overhead and side clearances, turning radius, braking distance, etc., and knowledge of applicable motor vehicle and highway regulations for safe, legal operation of the vehicles/equipment used.

- Occupational hazards and safety precautions common to the position of assignment in order to work safely.

Skill In:

- Problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems and identify relevant information. Examples include skill in independently planning and laying out one's own work; in identifying job requirements (including structural matters), material needs and troubleshooting mechanical, electrical or electronic malfunctions; in interpreting blueprints and schematics and in making sketches; and in using and maintaining the hand and power tools and equipment common to the position of assignment.
- Oral communication to communicate effectively with business contacts.
- Written communication to understand work orders and service manuals/bulletins, to complete records of work performed, etc.
- Interacting with others in a businesslike, customer service-oriented manner.
- Working as a team member to provide excellent customer service.

Ability to:

- Rig and handle all materials necessary to accomplish an assignment.
- Work overhead or in stretched, cramped, awkward, tiring, and uncomfortable positions.
- Distinguish between color-coded objects, such as electrical wiring, epoxy-coated steel and green board.
- Perform work from scaffolding, ladders and platforms, and to work in adverse weather and temperatures outdoors and indoors.
- Wear and use personal protective clothing and equipment when exposed to dust, fumes, and other irritants to eyes, nose, ears and respiratory system.

Licenses, Registrations, Certifications, or Special Requirements:

Division of Highway Services, Department of Transportation (DOT)

Possession and maintenance at all times of :

- A valid Class "B" (or equivalent) Commercial Driver's License (CDL) from the applicant's state of residence.

All Other Departments and DOT Divisions

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence appropriate to the type(s) of equipment being operated.

Positions that require use of equipment requires a Commercial Driver's License (CDL), the following guidelines apply:

At Time of Employment Application:

- Applicant must possess and maintain at all times a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

First Day of County Employment:

- Based upon the type of equipment being operated, employee must possess and maintain at all times either a valid Class "A" or Class "B" (or equivalent) Commercial Driver's License or a valid Instructional Permit for a Class "A" or Class "B" (or equivalent) Commercial Driver's License from the

applicant's state of residence.

Upon Completion of Probationary Employment Period:

- Based upon the type of equipment being operated, employee must possess and maintain at all times either a valid Class "A" or Class "B" (or equivalent) Commercial Driver's License from the applicant's state of residence.

Work Environment:

Work is performed in a shop, in/around County Government facilities and/or at outdoor, remote work sites, depending on the position of assignment. Work.

Physical Demands:

Standing, stooping, bending, kneeling, climbing, lifting, and working in tiring and uncomfortable positions are characteristic of work in this class. The employee regularly exerts medium physically effort, such as pulling, pushing, lifting, carrying, moving or positioning work objects or tools weighing up to 50 pounds. Occasionally exerts heavy physical effort, such as lifting, carrying, positioning and using equipment and materials weighing eighty (80) pounds to one-hundred (100) pounds or more; obtains assistance or uses mechanic advantage, as appropriate. Employees in this class, depending on the position of assignment, may be required to work shifts that may include Saturdays, Sundays, and Holidays.

PROBATIONARY PERIOD:

The probationary period for an employee appointed to a position in this class is six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Service, Labor, and Trades (SLT) bargaining unit.

MEDICAL PROTOCOL: Core II Exam with a Drug Urine Screen.

CLASS SPECIFICATION HISTORY:

Class Established: August, 1962
Revised: April, 1968
November, 1970
May, 1971
July, 1974
December, 1984
Revised: August, 2018

Notes:

Revision August 2018: Format, and "Licenses, Registrations, Certifications, or Special Requirements":