

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRAFTSWORKER

JOB CODE: 70037	PAY GRADE: 9	PAY RANGE: \$34,373 - \$54,996
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GENERAL DESCRIPTION

Under the direction of a supervisor, this position performs responsible repairing, maintenance, and semiskilled construction planning of Sheriff's Office facilities. The incumbent participates in performing, monitoring, supervising, and coordinating the implementation of construction and routine maintenance programs and general projects as directed, which involve a variety of trade skills. Tasks are more than average difficulty and are performed in accordance with established procedures requiring the exercise of reasonable initiative and independent judgment. Work is reviewed through observation and results obtained. Position requires the ability to work flexible hours for the completion of programs and projects.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- May serve as a liaison and perform within the discipline of carpentry, painting, drywall, plastering, masonry, and maintenance project management;
- Coordinates program and project activities with participating personnel;
- Performs field inspections of implemented programs and projects to determine and insure work is performed in accordance with specified guidelines;
- Ensures the completion of small scale programs and projects within resource, time, and budget limitations;
- Hangs, repairs, replaces, and finishes drywall; patches and paints walls, doors, and other areas in need of touch up paint;
- Performs routine office maintenance to include office furniture and equipment moves and installation of shelving and other associated tasks; installs and assembles furniture and equipment;
- Prepares material and labor cost estimates, and keeps accurate work logs and reports
- Maintains tools and machinery in good working order and monitors inventory of all tools and equipment;
- Coordinates and directs the work activities of inmate workers; trains and instructs inmate workers in the proper use of tools, equipment, and methods for work and maintenance activities;
- Trains and leads inmate workers in proper safety practices and procedures;

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- Sets up and returns meeting and/or class rooms according to room specifications and floor plan designs;
- Provide transport and oversight to inmate workers;
- Performs other work involving a variety of trade skills as required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years' responsible experience in the construction industry or skilled trades
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of small scale project management
- Knowledge of construction practices and material properties and their application
- Knowledge of standard methods, practices, materials, tools and equipment used in building maintenance and repair work
- Ability to read and work from construction specifications and blueprints
- Ability to prepare detailed specifications and material requisitions for proposed programs and projects
- Skilled in the use and care of hand tools, power tools, and related equipment
- Time management, inter-personal, problem solving, and verbal and written communication skills
- Knowledge of trades' occupational hazards and safety precautions
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Stand up to 5 hours per day
- Sit up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 20 lbs.
- Frequently lift up to 50 lbs.
- Occasionally lift up to 75 lbs.
- Continuously bend, climb, reach, or twist
- Frequently squat or kneel