

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRAFTSWORKER

JOB CODE: 70037	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
------------------------	---------------------	---------------------------------------

GENERAL DESCRIPTION

Under the direction of the Support Services Bureau, performs responsible planning and coordinating work of moderate difficulty. Assists in the monitoring, supervising, coordinating the implementation of construction and maintenance programs, and projects as directed involving a variety of trade skills. Work is performed under general direction with considerable latitude for individual initiative and discretion. 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

- Serves as a liaison within the discipline of construction and maintenance project management;
- Assists in preparing preliminary studies with related documentation and cost estimates for review;
- 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 programs and projects within resource, time, and budget limitations;
- Participates in the development of programs and projects, and maintains of implemented programs and projects;
- Hangs, repairs, replaces, and finishes dry wall;
- Performs routine office maintenance to include office furniture moves, installation of shelving and other associated tasks;
- Prepares material and labor cost estimates, work logs and reports, and maintains tools and machinery in good working order;
- Performs other work involving a variety of trade skills as required;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



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 Diploma or G.E.D.
- Three (3) years responsible experience in the construction industry or skilled trades
- Must possess a valid Florida driver's license

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 100 lbs.
- Continuously bend, climb, reach, or twist
- Frequently squat or kneel