CRAFTSMAN

Department: **Department of Public Works**
Division: **Highway / Traffic**
***Appointing Authority*:** **Director**

Grade: **9**
Revision Date: **11/19**
Bargaining Unit: **W**

Definition:

Skilled manual work requiring craftsman level skills in the construction, maintenance and repair of roads, streets and sidewalks; and craftsman level work in masonry, carpentry and other related construction work; all other work that is logical to the position as required.

Supervision:

Works under the direct supervision of the Crew Chief, Field Superintendent or Assistant Field Superintendent within established safety and operational protocols.

Has no formal supervisory responsibility other than the incidental responsibility for instructing, directing, and organizing small work crews in the operation of those activities.

Job Environment:

Work is done under typical conditions indoors and in the field outdoors. Work may be performed in adverse weather and environmental conditions; may involve working with hazardous substances including chemicals, substances, powders or fluids requiring adherence to safety and usage protocol; may involve mechanical testing and service requiring adherence to safety and usage protocol.

Work conditions may involve walking and climbing on flat ground or hills, and over pipes, drains, pumping or disposal equipment; exposure to hazardous conditions; crouching, reaching, twisting, repetitive motion; carrying and lifting requiring some physical strength and endurance. Office setting work may include use of personal computers and standard office equipment.

Has frequent or intermittent contact with employees in answering questions, solving problems, providing instructions, and organizing small work crews.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Errors in equipment operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, or danger to public health and safety.

Must drive self and/or equipment to job sites and locations as necessary.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible for the construction and repair of roadways, streets, sidewalks, curbing, guardrails, speed bumps and handicap accessible structures as required in the approved manner in accordance with departmental

specifications and requirements.

Required to operate or oversee the operation of equipment such rollers, compactors, jackhammers, backhoes, and front end and compact wheel loader as required with proper safety protocols.

Works includes repair, patching, trenching, grading of roadways, highways; construction and repair of sidewalks; performs masonry work such as preparing area, constructing forms, spreading and finishing concrete.

Paints traffic markings, manufactures and assembles signs; disassembles, cleans, adjusts and repairs parking meter heads / kiosks; replaces or repairs broken parts; may also perform other routine manual labor tasks in traffic sign installations and repairs; works as an assistant to meter repair, collection, and traffic control. Works to repair/maintain city owned parking faculties. Works snow and ice removal as needed.

Uses specialized safety equipment; properly places traffic barricades, cones and delineators to ensure safety in traffic situations; operates large trucks and tows equipment to and from job sites; uses job equipment in accordance with operation and safety standards.

Answers routine question from the general public at job sites, explaining reasons for work if asked; refers public complaints to supervisor for resolution; keeps simple records.

Laborer duties may include lifting and loading trash bags, lifting and loading recyclable materials, digging ditches, trenches, post holes and loading of dirt and construction materials; shovel, spread and tamp asphalt; break, remove and load old concrete and prepares sidewalks, curbs and streets for repairs; use assorted hand tools such as shovels and standard construction or carpentry tools; use assorted pneumatic tools such as portable pumps, air compressors, jackhammers, air drills, chainsaws.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

Education and Experience:

High School or trade school diploma or equivalency required, or, a combination of education and experience that enables performance of all aspects of the position.

Three to five years of responsible experience with a working familiarity of the operational methods, materials, equipment required to perform the duties involved; and, ability to effectuate results for a wide variety of problems in the particular type of work.

Knowledge, Ability and Skill:

Knowledge of principles and practices used in assigned area of responsibility; in the methods, techniques, equipment and materials related to roadway, street, sidewalk and associated appendages construction maintenance and repair. Understanding of technical aspects and reasons of job, including ability to read and interpret drawings, plans and instructions. Ability to coordinate work so as to minimize losses and waste of material, time and productivity. Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Aptitude for the ability to

safely operate tools, equipment and vehicles utilized by the division and their general maintenance. Must have working knowledge for use of transit and setting of grades. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties as required. Familiar with Confined Space Entry procedures, trench safety, hard hart and vest policies, and other safety issues inherent in the work.

Ability and knowledge of standard caution protocol in operating heavy equipment or handling chemicals or other toxic materials.

Must demonstrate appropriate time management skills; ability to communicate effectively orally and in writing, must work effectively and independently in situations where deviations and irregularities occur.

Skill in the use and care of the tools and equipment used in the construction and repair of roadways, streets and sidewalks. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Familiarity with knowledge of Federal, State, or local standards, laws, codes or regulations that affect operations; knowledge of the principles and practices of record keeping and reporting. Ability to inspect, analyze, evaluate, diagnose and correct equipment and process failures; ensure safety and professional work standards are set and maintained.

Physical Requirements:

Ability to read and understand construction and equipment plans, drawings, sketches and specifications. Mechanical ability, aptitude and skill to perform construction and repairs; intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, and using tools and equipment that require a high degree of manual dexterity or flexibility. Must possess manual ability and good coordination; be interested in working outdoors, be physically fit, be alert and safety conscious.

Work is performed in an environment with exposure to noise, chemicals and machinery with moving parts. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perception and discrimination and may include the use of protective devices. May be required to move, lift, push, and pull heavy objects (50 pounds or more) long distances (more than 20 feet).

Knowledge and ability to work in small, cramped places such as ditches, ability to coordinate the movement of more than one limb simultaneously; ability to work with cleaning fluids, paints, chemicals, cleaning agents or similar solutions using only normal protective equipment; ability to work safely without presenting a direct threat to self or others.

Ability to operate trucks, paint sprayers, pavement marking machines, sign fabrication equipment and similar tools of the position; to travel between job locations.

Must use appropriate personal protective and ventilation equipment or procedures when exposed to chemical or painting materials in course of work.

Special Requirements:

Overtime hours may be required in unusual situations or emergencies.
Must possess valid Massachusetts Class B Operator's License or equivelint from reciprocal State (CDL) with Air Brake Certification and Tanker; Hoister's license applicable to position, any other licenses/endorsements required by State or Federal law. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city's policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations. Must be bondable.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

11/26/19
Date

Revision History: 9/02, 3/10, 8/15, 7/18, 11/19

Marlo M. Warmerdam
Department Head

Mayor