

Placer County Personnel Department

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Building Crafts Mechanic - Senior (#11413)

We are currently accepting applications for this position. To apply, please close this pop-up window and then click on the link for Employment Opportunities.

\$25.63-\$31.15 hourly / \$4,442.33-\$5,399.68 monthly / \$53,307.90-\$64,796.16 yearly



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DEFINITION

To perform with a high level of skill and independent judgement, a designated skilled craft(s) such as electrical, painting, cabinet/furniture making, metal fabrication, plumbing, air conditioning/ refrigeration, heating, fire sprinkler systems, or environmental systems and controls; to perform installations, maintenance, and regular and emergency repairs to public buildings, structures, and equipment in a designated craft (s)/trade(s); to perform a variety of responsible project scheduling and coordination functions; and to exercise technical and functional supervision over designated crew members on a regular basis.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Crafts Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the nature of the public contact made. Employees at this level perform a variety of project coordination functions for assigned area(s) of responsibility as well as serving as a liaison between client division/department, other building maintenance crew(s), and any additional involved parties; exercise technical and functional supervision over designated crew members on a regular basis; perform the full range of skilled craft duties in an independent manner; and are required to be fully proficient in a designated assigned craft/trade area or may be assigned to learn additional crafts/trades.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Supervising Building Crafts Mechanic and/or management and supervisory staff.

Exercises technical and functional supervision over building maintenance staff and/or other designated crew members on a regular basis.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Participate in the coordination and scheduling of assigned projects/areas of responsibility; communicate and act as liaison with other departments, divisions, assigned project managers, and outside tradespersons/contractors during all assigned phases of project completion.
- Assist Supervisor and/or Project Manager in establishing project parameters and resource requirements within assigned area(s) of responsibility; prepare detailed and complex drawings, designate quantity and type of materials and supplies needed, and estimate cost and lay out of job.
- Provide lead supervision to subordinate staff and other designated crew members on a regular basis; assign and schedule tasks, direct the work of assigned crew members, participate in on-the-job training of new crew members and others in assigned craft(s) as well as division procedures and operations.
- Perform carpentry work in the construction, alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, doors, windows, screens, wood fixtures and furniture; may construct forms, mix and pour cement, and perform other masonry tasks.
- Clean and prepare surfaces to be painted; paint exterior and interior walls, ceilings and cabinet work, using brush or spray gun; varnish, stain or shellac furniture, doors, cabinets, moldings and floors; may mix paints to obtain desired colors.
- Install and make repairs to or replace electrical systems including building wiring, switches, outlets, fixtures, and plugs and make other electrical repairs; install, maintain, and repair various lighting systems; install, maintain, and repair various alarm mechanisms and systems, including fire detection and security systems; and maintain and repair small engines and generators.
- Make repairs on stoves, refrigerators, sanitation and waste removal systems, heating and air conditioning systems, evaporative coolers,

including cutting, fitting and installing gas and water pipes; perform metal fabrication and welding, both arc and acetylene.

- Operate and perform minor maintenance to building automation systems, including but not limited to, building access control systems, climate control systems, and intrusion control systems.
- Identify and resolve technical issues and malfunctions associated with building automation and control systems or notify appropriate staff for the resolution of such issues.
- May oil, adjust, clean and make minor repairs to equipment used by custodial staff such as vacuum cleaners and buffers.
- Install, repair, maintain, or replace various locks and locking systems, including mechanical, electric, or electronic; key and re-key locks; lay out, manufacture, and install various building signs.
- Make repairs and adjustments to plumbing equipment and apparatus, such as replacing broken pipes, cleaning plugged drains, replacing washers and gaskets, replacing faucets and valves, cleaning grease traps, and flushing sewer lines; and install, maintain, and repair various piping and sprinklers used in fire suppression systems.
- Keep records and prepare reports as required.
- Assist Supervisor in evaluating training needs of subordinate staff members to remain current in related technology and industry/craft methods and operations; provide input into designated employee performance evaluations upon request; communicate with supervisor on an on-going basis regarding assigned employees' work performance and progress to include potential deficiencies and/or work behavior problems.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of responsible building crafts experience performing duties similar to a Building Crafts Mechanic with Placer County.

Training: Equivalent to the completion of the twelfth grade supplemented with approved coursework in project management, general construction management, and/or supervisory training.

License or Certificate:

- Possession of a valid Class A or B driver's license may be required depending upon the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of appropriate required certification relative to specific area of building crafts assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General building crafts procedures and practices.
- Uniform Building Codes in terms of locating and interpreting specific codes as necessary.
- Use and purpose of common materials, tools, equipment, and methods used in carpentry, painting, electrical, plumbing, masonry, small engine repair, metal fabrication, and welding both arc and acetylene.
- Principles and practices associated with the operation and minor maintenance of modern building technology including building access control, climate control, and intrusion control.
- Principles and practices of designated area of building crafts assignment.
- Laws, codes, and regulations pertinent to designated area of crafts and/or mechanical assignment.
- Principles and practices of work safety.
- Principles and practices of job/project management and coordination.
- Basic principles and practices of supervising and training others.

Ability to:

- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and tools; interpret work orders; remember equipment and tool location; and explain job to others.

- Intermittently, sit while completing work papers and reports; walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and performing various building crafts activities; perform simple and power grasping, pushing, pulling, and fine manipulation; hear and see with sufficient acuity to identify building maintenance issues and provide service and repair; distinguish colors used in paints, wiring, lights, and identification labels; regularly lift very heavy weight.
- Train, assign and monitor work of subordinate staff/crew members.
- Read, understand, interpret, and follow a variety of blueprints and complex diagrams and schematics.
- Make accurate estimates of materials, work hours, and costs required in assigned repair and maintenance projects.
- Use various hand tools and equipment such as a hammer, screw driver, pliers, saw, wrench, paint brush, sledge hammer, cutter, grinder, welder, router, skill saw, torch, and pick and shovel.
- Operate light trucks and equipment such as a forklift, hydraulic lift, backhoe, tractor, jackhammer, and sand blaster.
- Use specialized tools and equipment applicable to specific area of crafts and/or mechanical assignment.
- Remain current with technology associated with building maintenance automation and control.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Act quickly and calmly in emergency situations.
- Obtain information through interview and to deal fairly and courteously with the public.
- Analyze situations quickly and objectively and determine proper course of action.
- Work assigned shift; be subject to emergency call-out and unusual and prolonged work schedule in emergency situations.
- Perform heavy manual labor in a safe and effective manner.
- Communicate effectively and tactfully in both oral and written forms.
- Establish and maintain effective working relationships with those contacted in the course of work.

CLASS: 11413

EST: 9/2/1995

REV: 8/12/2013