CONSTRUCTION SPECIALIST/SENIOR CONSTRUCTION SPECIALIST

DEFINITION

Under general supervision of higher level staff, performs a wide variety of semi-skilled and skilled technical building maintenance, repair and installation duties involving carpentry, plumbing, electrical, and masonry trades to improve, maintain and renovate City buildings and facilities; and performs other related work as required.

CLASS CHARACTERISTICS

Construction Specialist: This is the journey level class of the Construction Specialist/Senior Construction Specialist series that is specialized in one or more building trades, including carpentry, plumbing, electrical, and masonry. This class is distinguished from the Senior Construction Specialist by the performance of the more routine tasks and duties assigned to positions within the series while gaining knowledge and abilities. As experience is gained, assignments become more varied, require higher skills and ability, and are performed with greater independence. This class is alternately staffed with the Senior Construction Specialist and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Senior Construction Specialist: This is the advanced journey-level class of the Construction Specialist/Senior Construction Specialist series. This class is distinguished from the Construction Specialist by the performance of the full range of duties. This class requires only general direction or assistance as new or unusual situations arise and employees are fully aware of the operating procedures and policies of the work unit. This class is flexibly staffed and normally filled by promotion from the lower class of Construction Specialist, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

EXAMPLES OF DUTIES– duties may include, but are not limited to the following:

- Performs carpentry and building duties, including constructing and repairing a variety of business-related furniture; repairing and installing doors, floors, windows; painting and repairing buildings; and installing and maintaining park and playground equipment.

- Performs a variety of masonry work, including designing and building structures for sidewalks, driveways, and drainage inlets; constructing and installing simple and complex forms; and finishing concrete.

- Performs basic installation and repair work of interior and exterior plumbing systems, including water lines, gas lines and fixtures.

- Performs basic installation and repair work of electrical services and fixtures, including circuits, switches, outlets, ballasts and conduit.

- Performs basic metal fabrication and welding duties involved in improving, maintaining and renovating City buildings and facilities.

- May perform technical and functional supervision of assigned staff in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.

- Transports equipment, supplies, and various materials to and from the job site.

- Prepares and processes a variety of records, including costs estimates, work orders, requisitions, and equipment and supply inventories.

- Reads, interprets, and follows blueprints, construction drawings, and schematics.

- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties; practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, electrical, and masonry work; the operation and maintenance of a variety of hand and power tools, vehicles and power equipment; City purchasing and supply ordering policies and procedures; methods for maintaining inventory of materials and supplies; safe work methods and safety practices pertaining to work; principles and procedures of record keeping and reporting; principles of technical and functional supervision and training.

Ability to: Perform a variety of technical carpentry, plumbing, electrical, and masonry tasks in the design, construction, installation, maintenance, inspection and repair of City buildings and facilities; Read, interpret, understand, and apply applicable laws and regulations; operate and maintain applicable tools and equipment; perform basic mathematical calculations, including measuring lengths, diameters, areas, volume and quantities; read and understand written materials, including blueprints, construction drawings, schematics; practice and teach applicable safety standards, techniques, and work procedures; safely transport equipment supplies and materials; work independently without immediate supervision; provide technical and functional supervision to assigned staff; communicate effectively, both orally and in writing; and establish and maintain cooperative and effective working relationships with supervisors, co-workers, vendors, suppliers, and the general public.

OTHER REQUIREMENTS

- Must possess a valid California Driver's License.
- May be required to otbtain a California Commercial Driver's License (with Airbrake Endorsement), including participating in the federally mandated drug and alcohol testing program. The Commercial Driver license requirement shall be dictated by the type(s) of vehicles and/or equipment necessary to perform assigned duties.
- Other certification(s) specific to functional area of assignment may be required.
- Must be willing to work nights, weekends, on-call, and overtime as necessary.

PHYSICAL REQUIREMENTS

Must be able to perform the physical aspects of the job, including climbing up to 15 feet; lifting, pulling, dragging, and carrying up to 100 pounds, with assistance up to 150 pounds; standing, walking, bending, or performing heavy physical labor on a sustained basis; operating a motor

vehicle; work outside in all weather conditions; and exposure to unpleasant and noxious fumes, odors and dust.

DESIRABLE EXPERIENCE AND TRAINING

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

Equivalent to graduation from high school and at least three years experience and/or equivalent training in construction, woodworking and building maintenance. Previous technical and functional supervision is desirable.

Construction Specialist and Senior Construction Specialist: Equivalent to graduation from high school.

Construction Specialist: At least three (3) years experience and/or equivalent training in one or more of the building trades, including carpentry, plumbing, electrical, or masonry work. Previous technical and functional supervision is desirable.

Senior Construction Specialist: Satisfactory demonstration of at least five (5) years experience independently performing the duties of Construction Specialist, and the ability to perform the specific tasks established for promotion to the position.

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