



Village of Shorewood, Wisconsin

Job Description

POSITION TITLE: Craftsman
REPORTS TO: Director of Public Works/Public Works Superintendent
DEPARTMENT: Department of Public Works

GENERAL NATURE OF POSITION

The employee in this class is responsible for assisting the Chief Craftsman, and taking charge in his absence, in the performance of a variety of skilled and semi-skilled maintenance work in connection with the repair of buildings and mechanical equipment.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform a variety of skilled and semi-skilled tasks in the maintenance and repair of village buildings, involving work with wood, metal, cement, paint, plaster, dry wall, plumbing, sheet metal and similar materials.

Operate a variety of power and hand tools necessary to accomplish tasks; construct additions, partitions, fences, railings, platforms, and sheds.

Maintain and repair roofs, H.V.A.C. units, boilers, floors, furniture, beach equipment, air conditioners and modine heaters

Repair doors, locks, windows, screens, furniture, and any other building related items.

Supervise assigned crews to accomplish work.

Operate heavy equipment

Participate in winter operations including; salting, plowing, hauling snow from Village streets, alleys, parking lots and sidewalks.

Perform other tasks as assigned by the Director of Public Works, Superintendent of Public Works.

SUPERVISION RECEIVED / RESPONSIBILITIES: This position works under the supervision of Chief Craftsman, Assistant Director and Director of Public Works and in cooperation with the Village of Shorewood staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), and six years of experience in the building trades, supplemented by or including some training or experience in welding, masonry, and cement finishing; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents or employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES & REGISTRATIONS: Possession of a valid Wisconsin Commercial Driver's License with Air Brake endorsement (CDL) A current boiler operator's license preferred.

OTHER SKILLS AND ABILITIES: A good working knowledge of standards and practices in the building trades, metal fabrication, and cement finishing; ability to make time and materials estimates; ability to carry out in detail building maintenance or construction projects; and skill in the use and operation of all tools, machines and equipment used in the building trades, metal fabrication, masonry trades and Village operations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to use hand to finger, handle, or feel objects, tools or controls and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds, frequently lift and /or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)