

**CITY OF MANHATTAN BEACH  
BUILDING REPAIR CRAFTSPERSON**

**MARCH 2016**

**DEFINITION:**

Under direction, performs skilled work in carrying out a wide variety of repairs and maintenance for City buildings and facilities; performs related work as required.

**ESSENTIAL JOB FUNCTIONS:**

Designs, plans, and carries out a variety of projects involved in maintaining and repairing City buildings and facilities; remodels and repairs old structures and constructs new structures; repairs and/or replaces old plumbing and electrical fixtures; performs various carpentry; replaces broken window panes; repairs malfunctioning locks, office equipment, and plumbing fixtures; paints interior and exterior of structures; refinishes furniture; cleans carpets, furniture, ventilators, heaters; operates machinery such as sanders, planers, joiners, power saws, power drills, routers; performs concrete construction, heavy and light framing, interior wall/partition wall systems, drywall installation and repairs, cabinetry, tile, flooring of all kinds; adjusts and orders contract repairs and service to building mechanical systems including automated doors, electrical, HVAC, and fire suppression; performs wiring and troubleshooting of DC and AC power, electrical and digital networking lines; removes, replaces and installs ballasts, transformers, electric motors, variable frequency drives and other electro-mechanical components; assists in the installation of fiber optic lines as required; performs custom fabrication in plastic, wood and metal; drives City vehicles including trucks and vans to pick-up, deliver, and transport materials, equipment or documents; determines quantities and types of materials needed; ensures City facilities are adequately stocked with supplies; repairs stucco and cement and creates cement forms; maintains and services tools and equipment; may oversee the work of contractors as required. May be required to work unusual hours when necessary including early morning, nights, holidays, and/or weekends.

**QUALIFICATIONS:**

**Training and Experience:** Equivalent to completion of an accredited apprenticeship training program in a major trade, such as plumbing or carpentry, plus one year of journeyman level experience in that trade, and at least one year of work experience in two other allied trades (cement/concrete, plaster, electrical, etc.).

**License:** Valid California Class "B" driver's license to be obtained within six (6) months of employment.

**Knowledge, Skills, and Abilities:** Knowledge of the tools, materials, and methods used in carpentry, plumbing, painting, plastering, and construction; ability to prepare rough sketches of work and to determine and estimate kinds and quantities of materials and labor; skill in operating tools and equipment safely and effectively; ability to direct and supervise the work of assistants or contract personnel; ability to maintain simple records; ability to work independently; ability to work cooperatively and effectively with others; ability to drive a pickup truck and van.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is required to drive to specific locations; is frequently required to stand, walk, use hands to operate or handle tools, objects, or controls; reach, climb, and balance; stoop, crawl or crouch; use arms, legs, and back to lift and/or move up to 100 pounds. Will work outdoors and be exposed to variable weather; works near moving vehicles and mechanical parts; may be exposed to wet and/or humid conditions, fumes, smoke and/or airborne particles, toxic or caustic chemicals; risk of electric shock, and vibration. The noise level in the work environment may be loud.