

BUILDING/CONCRETE TRADE SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a variety of skilled masonry, carpentry, and cement finishing tasks, such as inspecting, repairing and constructing concrete sidewalks, concrete curb and gutter, masonry structures, wood frame structures, and perform related work as required. Assist other public works departments as needed.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Public Works Superintendent or other designated official.

SUPERVISION EXERCISED: May supervise employees assigned to assist.

ESSENTIAL FUNCTIONS:

- Set forms, pour concrete and finish concrete curb and gutter and concrete sidewalk to established line and grade.
- Build and set forms, pour concrete and finish concrete headwalls, retaining walls, meter and valve vaults, and other concrete structures.
- Inspect concrete work performed by others for compliance with City standards and specifications.
- Construct concrete block manholes, vaults, walls, and other small structures.
- Lay out and fabricate small wood frame buildings such as park shelters, warming shelters, storage sheds, and equipment housing.
- Build and repair wooden barricades, park benches, cabinets, storage bins and other wooden articles.
- Maintains city owned buildings and assets.
- Operate a variety of power operated and hand tools including saws, drills, compactors, vibrators, trowelling machine, air compressor, testing and other equipment.
- May operate a variety of public works equipment as assigned.

(Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from an accredited high school, supplemented by training in general shop, wood shop and blueprint reading.
- Reasonable responsible experience in cement finishing, block laying, carpentry and general building construction, or equivalent on-the-job training.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of standard practices, methods, tools and equipment used in carpentry, masonry, concrete, wood frame and steel frame building construction and maintenance and a high degree of skill in the manual applications of this knowledge.
- Ability to read and interpret construction plans and specifications.
- Working knowledge of residential and commercial electrical and HVAC systems.
- Some knowledge of operation and application of motorized equipment used in construction.
- Mechanical aptitude.
- Ability to work effectively with the general public and other employees.

SPECIAL REQUIREMENTS:

- Possess and maintain a State of Michigan Department of Licensing & Regulatory Affairs Residential Builders License.
- Valid State of Michigan Driver's license and CDL, certification Group B or higher.

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 accommodations 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud.