

# The Lauderhill CRA

## Facilities Construction Specialist

### Job Description



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#### Description

Under general supervision, the position performs inside and outside construction and maintenance of CRA facilities. Employees in this classification perform skilled construction/repair work. Position is responsible for performing indoor and outdoor construction or repairs, and coordinating with other departments or activities. Performs related work as directed.

#### Examples of Duties

- Interprets oral work instructions and other instructions such as work orders or service requests to plan days work; instructs/assists others in daily activities.
- Interprets technical documents such as blueprints and electrical diagrams.
- Operates hand and power tools; operates/drives construction/maintenance vehicles or equipment.
- Performs indoor construction/modifications such as erecting walls, modifying office space, or otherwise changing interior configurations.
- Performs indoor maintenance such as electrical, plumbing, lighting, and repairing other interior facilities.
- Performs outdoor construction/modifications such as erecting fences, pouring concrete, and erecting signs.
- Interacts with public, providing information and services.
- Estimates materials needed for jobs; assists in ordering materials.
- Makes reports of daily activities.
- Participates in special projects as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

#### Marginal Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other unit members.

- Performs minor office functions such as answering phone and copying.
- Performs related duties as directed.

#### Minimum Training and Experience

High school diploma or GED; Journeyman license in HVAC or Electrical or Plumbing or at least ten (10) years carpentry experience; or an equivalent combination of education, training, and experience.

**DEPARTMENTAL USE ONLY**

Classification

Grade:

Salary Range:

Date Approved: