

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

7050

Trades Craftsworker

7/20/2016

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 25,733 annually

PAY GRADE RANGE: \$ 25,733 - \$ 36,824 annually (Pay Grade 3)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, August 1, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline

JOB DESCRIPTION: Under immediate supervision, performs a variety of simple/routine maintenance activities such as painting, basic carpentry, installing playground equipment, etc. Assists Skilled Trades Craftworkers in the performance of maintenance, repair and construction duties.

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- One (1) year of experience performing building maintenance tasks or any building maintenance trades (carpentry, plumbing, electrical, etc.).
- Ability to obtain an appropriate Driver's License as required by State Law.

EXAMINATION

The written examination comprises 100% of the total score and consists of the following subject areas: Tools and Equipment, Painting, Carpentry, Safety, Effective Working Relations, Following Instructions.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Trades Craftswoker	Working Title: same	PCN:
	Incumbent: vacant	Created: 01/28/2008 Updated: 03/17/2014

GENERAL DESCRIPTION

Under immediate supervision, performs a variety of simple/routine maintenance activities such as painting, basic carpentry, installing playground equipment, etc. Assists Skilled Trades Craftswokers in the performance of maintenance, repair and construction duties.

ESSENTIAL FUNCTIONS

Performs carpentry (i.e., finish, rough, forms, etc.), masonry, electrical, painting, plumbing, and/or any other type of work necessary for the repair and maintenance of City-owned facilities and property.

Performs roofing work, concrete finishing work, and/or sheetrock work (i.e. hand, finish, etc.) with City facilities.

Drives pick-up truck or any other City vehicle assigned to Facility Services to and from job sites.

May work with a Skilled Trades Craftswoker to complete various tasks for facility maintenance.

Works with other employees to move furniture throughout COK facilities.

Estimates job requirements for the amount of supplies, labor, equipment, etc. will be needed for the job.

Operates a fork lift to move equipment around the shop and unload delivery trucks at the shop.

Installs complete play structures and maintains playground equipment at city parks.

Works with a Skilled Trades Craftswoker to maintain Ballfield lights and related equipment. Hang banners and Repair flag poles requiring the use of a bucket truck.

Works with Skilled Trades Craftswokers to install and maintain HVAC equipment.

Works as a crew member or individually to perform preventive maintenance on city buildings parks and playgrounds.

Help Skilled Trades Craftswokers set up power for special events.

Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accepted maintenance principles used in painting.

Knowledge of basic carpentry and small building construction.

Knowledge of tools and equipment used in general maintenance.

Knowledge of occupational hazards and safety precaution.

Ability to follow oral and written instructions.

Ability to establish and maintain an effective working relationship with the public and other employees.

PHYSICAL REQUIREMENTS

This position consists of primarily heavy work, requiring the incumbent to exert up to 100 pounds of force occasionally, and/or 50 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

One (1) year of experience performing building maintenance tasks or any building maintenance trades (carpentry, plumbing, electrical, etc.).

Ability to obtain an appropriate Driver's License as required by State Law.

PREFERRED QUALIFICATIONS

None indicated.