



## City of Kansas City, Missouri Job Class Specification

**Job Title:** CRAFTS PERSON

**Department:** MULTI

**Job Code:** 5286

**Status:** NONEXEMPT

**Grade:** L-6

### Summary

This is skilled work at the journeyman level in one of the craftsperson trades.

Work involves responsibility for the application of journeyman carpentry, painter, plumber, welder or machinist skills. Work is performed in accordance with building codes and standard trade practices with inspection during process and upon completion. Work instructions may be written or oral and are accompanied by sketches or drawings when necessary.

Work involves the use of acetylene and electrical equipment in the heating, welding, cutting, and brazing of ferrous and non-ferrous metals in accordance with standard trade practices. Welding assignments are usually accompanied by oral and written instructions indicating general type of material to be used. Work methods or techniques are largely left to the discretion of the employee; work is inspected as to volume of production and quality of workmanship.

### Duties and

#### Responsibilities

- Performs general carpentry work including cabinetwork, installing flooring, building concrete forms, and furniture repair.
- Repairs and maintains buildings and structures, and performs related tasks.
- Maintenance and repair of facility or personal tools.
- Performs engine lathe, mill, shaper, saw, welding and drill press work.
- Designs, fabricates, rebuilds, manufactures, repairs and modifies parts and equipment for the city and other departments as assigned.
- Machines valve gate or stems, flanges, and threads large sized pipe.
- Grinds, sharpens, and generally maintains tools, tool bits, and drills needed to accomplish assigned tasks, sets up machines as indicated by work to be done.
- Installs and maintains plumbing facilities in a large park area.
- Cleans sewer lines in shelter house, zoo buildings, golf course areas, and other park buildings and structures.
- Repairs and cleans water fountains, hydrants, nursery sprinkler-hydrants, and plastic overhead water lines.
- Makes new plumbing installations; lays and installs new water and sewer lines, valves, faucets, hydrants, toilets, fountains, and sprinkler systems.
- Welds, rebuilds and performs related repairs on light to heavy equipment.
- Design, fabricate, and modify structures and equipment.
- Installs and replaces glass in windows and doors; papers walls and ceilings.

**Duties and Responsibilities**  
**(continued)**

- Welds road, construction and other municipal equipment and structures with arc or acetylene equipment; mounts implements such as snowplow blades, toolboxes, water kegs, and other items on vehicles.
- Brazes large commercial cast iron meters; builds up large pump shafts, welds broken parts of pumps and other equipment.
- Manufactures repairs and modifies parts and equipment for the city and other departments as assigned.
- Receives painting work orders, inspects work sites and calculates and requisitions necessary material.
- Prepares various surfaces, such as ceilings, walls, machinery, bridges and water tanks, for painting by washing, scraping and sanding.
- Applies paints, varnishes, shellacs and other surfacing to furniture, equipment, vehicles and the exteriors and interiors of buildings and related facilities.
- Cleans tools, equipment, and work area upon finishing an assignment.
- Performs related duties as required.

**Technical Skills**

- Must demonstrate knowledge of standard practices, materials, tools, equipment, and techniques of the trade; hazards and safety precautions of the trade; pertinent sections of municipal building codes.
- Must demonstrate ability to work from written and oral instructions, plans, blue prints, sketches, and drawings; use and care of the tools, equipment, and materials of the trade; may lead or coordinate the work of an assigned helper.
- Machinist requires a high mechanical aptitude and understanding of Basic Trigonometry.
- Plumber requires knowledge of flows, pressure, and capacities of water tanks and lines.
- Welder requires knowledge of the properties of various ferrous and non-ferrous metals in relation to welding and brazing, such as their reaction to heat, fusing qualities, and the proper temperature for welding, cutting, or brazing and estimate temperatures by color of heated metals.
- Must demonstrate some knowledge of the standard practices, materials, tools, and terminology of other building trades.
- Must demonstrate ability to perform calculations using changes in units of measure and in the interpretation of complex gauges and scales; differentiate between metric and standard units of measure; perform calculations with liquid flows, pressures, and volumes.

**Education and Experience**

Two years of experience in a skilled trade (carpentry, painter, plumber, welder etc.) Additional related technical education certificate or diploma may be substituted for one year experience.

**Certificates/ Licenses/Special Requirements**

- Must pass a background check.
- Will be required to pass a preemployment drug screen.
- Must pass a physical examination as prescribed by the City.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.

**Supervisory Responsibility**

None

**Supervision**  
**Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**  
**Revised**

9/06

8/2022, 01/2024, 11/2024