Construction Craftsperson I (0802)

Basic Purpose/Job Function: Provides assistance to skilled workers in construction related area following standard practices and procedures.

Examples of Titles Replaced: Carpenter III, Museum of Art Exhibition Assistant, Painter III, Physical Plant Helper, Roofer II and Tuckpointer II

Typical Functions May Include:
1. Assisting more skilled workers in completing complex projects
2. Keeping skilled workers supplied with tools and materials, holds heavy materials, and cleans the work area or materials to be used
3. Lifting, carrying and holding heavy materials
4. Cleaning the work area and the materials to be used
5. Performing demolition work/removing and replacing materials
6. Performing some tasks of a craft trade using appropriate tools --OR-- Operating and maintaining equipment
7. Preparing, designing, building, installing, and repairing items for specific projects
8. Assisting in giving estimates, ordering materials and preparing printing materials as needed --OR-- Completing required forms and logs
9. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel and property.

Supervision of Others: Has no regularly assigned supervisory duties.

Supervision Received: Receives direct or general supervision from a designated supervisor.

Minimum Qualifications:

- **Education:** None.
- **Experience:** 0 – 9 months
- **Type:** Basic skilled craft/trade area depending upon need
- **Skills:** Uses tools or equipment in a manner requiring some training or instruction; reads and understands basic written materials; uses addition, subtraction, multiplication and division; performs record keeping operations requiring logging; ability to communicate orally and in writing as required to exchange information.
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- **Special Requirements:** Regular requirement for standing, walking, stooping, bending and climbing; regular requirement for lifting and moving heavy objects -- OR -- regular requirement for lifting, carrying, pulling and pushing heavy objects -- OR -- ability to lift and move a minimum of 50 lbs.; exposure to disagreeable conditions including extreme temperature changes, odors, etc.
- **Licenses:** Oklahoma Driver’s License -- OR -- Class D Driver’s License
- **Certifications:** Determined by nature of job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.