



CITY OF RICHLAND

CLASSIFICATION: LEAD CRAFTSWORKER
CLASSIFICATION NO: 3013

BRIEF DUTIES AND RESPONSIBILITIES: In the absence of the assigned supervisor, directs co-workers and assumes responsibility for accomplishing daily division objectives. Provides customer service in harmony with previously established procedures and routine daily practices; performs related work as required.

**WORK LOCATIONS: WATER MAINTENANCE, WASTEWATER
MAINTENANCE & STREETS MAINTENANCE
PUBLIC WORKS DEPARTMENT**

KNOWLEDGE, SKILLS AND ABILITIES (INCLUDES ESSENTIAL DUTIES):

Knowledge and ability to assign, schedule and direct co-workers in the daily activities of the division in the absence of the supervisor while performing normal craftworker duties.

Ability to answer customer complaints and inquiries in a professional manner and consistent with established policies and procedures.

Ability to maintain records of all work activities during the supervisor's absence.

Ability to lift up to 50 pounds on a routine basis and up to 90 pounds as needed using proper lifting techniques.

Knowledge of health and safety laws, regulations and policies applicable to assigned tasks.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- Two years of experience performing heavy construction or maintenance as a General Craftworker (Water Maintenance and Wastewater Maintenance only);
- Two years of experience performing streets maintenance or construction duties (Streets Maintenance only);
- Valid Washington State driver's license including a Class A CDL with air brake and tanker endorsements.