

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Blacksmith	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9855
<b>DIVISION:</b>	Farmstead	<b>DATE:</b>	02/25/2014
<b>REPORTS TO:</b>	Education Programs Supervisor	<b>FLSA STATUS:</b>	Nonexempt
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b>	<input checked="" type="checkbox"/>
		<b>COST CENTER:</b>	531

**REPLACES:** New position

**DATE:**

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### **JOB SUMMARY STATEMENT:**

Conducts and administers activities in the Blacksmith Shop. Operates forge and produces handmade metal items and interprets historical subject matter. Trains Education Program Attendants on the operations of the Blacksmith Shop.

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### **DUTIES AND RESPONSIBILITIES:**

1. Creates an interactive environment while explaining the historical significance of a Blacksmith Shop.
2. Hammers stock into specified size and shape on blacksmith anvil or positions stock on anvil of power hammer.
3. Heats metal stock in blacksmith forge.
4. Inspects building, tools, equipment and artifacts to ensure customer and employee safety.
5. Maintains daily activity reports and tracks programs delivered. May include types of repair or fabrication performed during work shift.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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### **GENERAL QUALIFICATIONS**

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#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic high school education or equivalent.  
Possession of an appropriate, valid driver's license  
Must maintain an insurable driving record

#### **EXPERIENCE:**

2 years of experience working in a Blacksmith shop or familiarity working with a forge.

#### **SKILLS:**

1. Attention to detail.
2. Basic mathematical and accounting skills.
3. Computer software – database creation/maintenance skills.
4. Human Resources/Interpersonal skills.
5. Public speaking/presentation skills.
6. Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
7. Written and oral communication skills.

#### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines.

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2. Diplomacy and judgment.
3. Ability to train and guide others.
4. Ability to read and comprehend federal, state and local policies and regulations.
5. Ability to carry out assignments through oral and written instructions.
6. Ability to work independently.
7. Alpha and numeric recognition.

**PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, bend, stoop, climb, push, and pull.
2. Ability to make and receive phone calls.
3. Ability to identify and distinguish colors.
4. Ability to distinguish smells.
5. Ability to operate City vehicles.
6. Ability to operate power and/or hand tools.
7. Hand and eye coordination adequate to input computer and typewriter.
8. Exposure to fumes, dust, and smoke.
9. Exposure to extreme temperatures.
10. Exposure to loud noises.
11. Excessive standing and/or walking.
12. Ability to lift 50 lbs. and transport 25 feet.
13. Ability to push/pull up to 75 lbs.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle operation
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Material, supplies, tools	50 lbs.	Ground to Overhead	variable	occasional	

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CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Material, supplies, tools	50 lbs	0-25 feet	variable	occasional	one hand lift/tree pruning
PUSHING		FORCE	FRQUNCY/DUR	DESCRIPTION	
Material, supplies, tools		75 lbs.	occasional	two hand push	

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Materials, supplies, tools	75 lbs.	occasional	one or two hand requirement

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent