

SKILLED CRAFTS MAINTENANCE WORKER I

DEFINITION

Performs semi-skilled or skill assisted maintenance and repair work at the apprentice level related to one or more building trades. Makes minor repairs to campus building, and installs various fixtures including electrical and plumbing. Prioritizes and executes work order requests. Assists journey-level employees and other staff with installation and maintenance of fixtures and equipment. Paints, replaces, adjusts and repairs appliances and office furniture. Prepares assigned sites for various construction, installation, or maintenance projects.

DISTINGUISHING CHARACTERISTICS

A Skilled Crafts Maintenance Worker II performs at or near journey-level maintenance and repair work in one or more building trades and is capable of semi-skilled to skilled performance in several others.

A Skilled Crafts Maintenance Worker I performs semi-skilled or skill assisted maintenance and repair work at the apprentice-level related to one or more building trades.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Maintenance & Operations Supervisor.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Maintains and makes minor repairs to campus equipment and facilities.

Prioritizes and executes work orders within the qualified scope of skills and abilities.

Maintains, repairs, attaches and cleans various appliances, fixtures, machinery, and devices.

Excavates or compacts earth for various electrical and plumbing projects.

Assembles, repairs, and maintains District employee modular work stations and furnishings as assigned.

Maintains and makes repairs to exterior and interior campus facilities.

Selects, trains, evaluates and maintains schedules of student workers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, tools and skills required to perform assigned duties.

Safety and codes applicable to work performed.

QUALIFICATIONS (continued)

Ability to:

Use various tools and operate equipment applicable to semi-skilled and skilled trades.

Install, repair, and maintain college facilities.

Read, write and compute at the level required by the position.

Work independently or cooperatively assist journey-level employees with specific trade related duties.

Establish and maintain effective communication in a multi-cultural college environment.

Learn and comply with safety laws, rules and procedures.

Perform physical semi-skilled and skilled physical labor.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Three years experience in maintenance and or commercial building repair and alterations or served apprenticeship in one or more building trades or any combination of experience and skills that demonstrate ability to perform the required duties.

Special Requirements:

Possession of a valid State of California Class 3 driver license.