



JOB TITLE: SKILLED TRADES ASSISTANT

Classification: Classified
Salary Range: 28

Retirement Type: PERS*
Board Approved: March 20, 2000

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform semi-skilled maintenance, repair and construction duties; assist District skilled trade workers with major campus projects as necessary.

REPRESENTATIVE DUTIES:

Perform semi-skilled maintenance, repair and construction work in the basic trades such as carpentry, painting, electrical, plumbing and heating.

Assist in the construction, installation and maintenance of roofs, furniture, fences, cabinets, shelving, chalkboards and bulletin boards.

Assist in installation, repair and maintenance of gas and water lines; install and repair doors and window glass; install, adjust, repair and maintain electrical equipment and a variety of apparatus.

Assist in the repair and maintenance of heating and cooling equipment; repair and replace floors and ceiling tiles; assist in the installation, repair and maintenance of door locks and enclosures.

Assist painter in preparing surfaces, mixing paints and finishing a variety of equipment, furniture and college facility physical structure.

Assist in welding parts together using gas and arc welding processes.

Brush and vacuum swimming pools on a regular basis; clean tile, pool, deck and walk.

Conduct chemical tests of water; record and adjust chlorine levels and acidity of water on a regular basis; check water temperature and regulate as necessary.

Check pressure gauges and mechanical equipment to assure proper functioning; inspect electric and hydraulic valves and controls; maintain filters, backwash and pump equipment.

Move furniture, office equipment and other office and classroom items as required.

Operate a variety of power equipment including table saws, drills, skill saws, compressors, trucks, tractors, trenchers, chipping hammers and other maintenance tools and equipment.

Maintain appropriate records and reports.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to two years experience in general maintenance work.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Tools, materials and procedures used in maintenance such as the following: heating and air conditioning, swimming pool maintenance, welding, electric, plumbing, carpentry, locksmith, painting, glazier at the semi-skilled level.

Record-keeping techniques.

Health and safety regulations.

Safe and proper use and storage of hazardous and toxic substances.

Abilities/Skills:

Use a variety of tools and machines utilized in specific trade or trades to which assigned.

Work from blue prints, shop drawings and sketches.

Operate a truck, observing legal and defensive driving practices.

Maintain routine records and reports.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Understand and follow oral and written directions.

Establish and maintain cooperative working relationship with others.

Lift objects weighing up to 50 lbs.

Licenses or Other Requirements:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

Frequently works outdoors and is exposed to various weather conditions.

Frequent bending, standing, kneeling, leaning and crouching while performing job duties.

Wrist, hand and finger dexterity to operate various equipment and materials.

Occasionally exposed to extreme welding heat.

Occasionally exposed to various chemicals.

Occasionally climb ladders.

Frequently reaching below shoulder level.

Hand and finger dexterity to grasp, handle and twist various equipment.

Occasionally install various electrical components.

Recognize and see warning signs, obstacles and/or hazardous conditions.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.