



## **JOB TITLE: SKILLED TRADES WORKER**

Classification: Classified  
Salary Range: 34

Retirement Type: PERS\*  
Revised/Board Approved: October 21, 2019

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Skilled Trades Worker performs a wide range of semi-skilled and skilled tasks including maintenance work, repairs, and construction duties; performs sub-journey level work in multiple trades; performs regulatory testing and preventative maintenance work; handles a variety of campus projects as assigned.

### **REPRESENTATIVE DUTIES:**

Perform semi-skilled sub-journey-level tasks related to maintenance, repair, and construction work in basic trades such as carpentry, painting, electrical, plumbing and heating. Ensure quality workmanship, timely completion, and compliance with city/state building codes and College standards.

Construct, install, and maintain roofs, furniture, fences, cabinets, shelving, chalkboards, bulletin boards, and other office/classroom equipment.

Install, repair, and maintain gas and water lines, heating and cooling equipment; install, adjust, and repair doors, window glass, electrical equipment, floors, ceiling tiles, door locks, access enclosures, and a variety of other apparatus.

Paint, prepare surfaces, mix paints, and finish a variety of equipment, furniture, and structures.

Weld parts together using gas and arc welding processes.

Perform regulatory water testing and maintenance of swimming pools (i.e., brush/vacuum pool, clean tiles, deck, walkways, etc.) 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, pick-up, and/or deliver furniture, equipment and other office and classroom items/materials as required.

Operate a variety of moving equipment, non-power tools, and hand-held power tools including table saws, drills, skill saws, compressors, trucks, forklifts, tractors, trenchers, chipping hammers, etc. as required.

Identify and report items requiring maintenance, replacement, and/or repair in a timely manner. Follow proper protocols for purchasing materials and/or requesting advanced specialty services as needed.

Maintain and/or prepare various records, reports, and correspondence as required.

Ensure high standards of quality, service, and customer satisfaction are maintained.

Perform other related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Three (3) years of building maintenance and/or construction work experience.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Knowledge of trade-related principles, methods, tools, materials, procedures, and equipment related to: heating and air conditioning, swimming pool maintenance, welding, electrical work, plumbing, carpentry, locksmith services, painting, and glazier installations/repairs at the semi-skilled sub-journey-level.

Thorough understanding of job components for a variety of trade projects.

Health and safety regulations including standard OSHA rules, city and state building codes, and general workplace safety practices.

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

Abilities/Skills:

Troubleshoot maintenance problems, analyze situations, and take corrective action.

Operate and maintain a variety of specialized tools and machines utilized in carpentry, plumbing, and related building trades.

Read and interpret manuals, specifications, and blueprints.

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.

Exercise independent judgement and initiative with minimal supervision.

Understand and follow oral and written directions.

Install various electrical components.

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

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.

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