

SKILLED MAINTENANCE (ENGINEERING & TECHNOLOGY DIVISION)
(Classified Bargaining Unit Position)
(Range 36)

DEFINITION

Under the general supervision of the Engineering and Technology Division Chair, provide multi-trade design, construction, and repairs, provide technical assistance to the faculty in support of the Engineering programs; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other Maintenance classes in that incumbents are required to be knowledgeable in the engineering and technology areas and in the use and maintenance of related equipment and the ability to maintain buildings, facilities, and fixtures.

Incumbents in this position promote student learning outcomes by ensuring that instructional labs are maintained and furnished with equipment and tools that assist the students.

ESSENTIAL FUNCTIONS

- Perform multi-trade design construction and repairs;
- Inspect, identify, and report unsafe facilities or equipment in accordance with OSHA regulations
- Repair and calibrate complex instruments and equipment;
- Assist with development of department budget, as required;
- Maintain equipment logs;
- Estimate the scope and cost of work assignments and select necessary tools and materials to complete job(s);
- Inspect Automotive/Welding lab activities and supervise installation of new and old equipment;
- Oversee student helpers; schedule and maintain time records;
- Order and maintain adequate instructional supplies, including welding gases for Welding Department;
- Maintain equipment unique to the Engineering and Technology division and other specialized industrial equipment;
- Maintain and verify safe operation of division hand tools; ensure laboratories, supply rooms, lecture/demonstration areas, and any special purpose areas are maintained in an orderly and neat manner;
- Operate forklifts, cranes, hoists and other equipment;
- Design, construct, assemble, adjust, test, and clean equipment and apparatus used in laboratory setting for experiments, demonstrations and special projects;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- Perform other related duties as required.

Duties may require the ability to:

- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Prioritize and work independently on a variety of assignments;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.
- Work at a desk, conference table or in meetings of various configurations;
- Lift 100 pounds and/or carry 50 pounds;
- Stand for extended periods of time;
- Bend and twist, push and pull, stoop, kneel, crawl;
- Reach in all directions;
- Work at heights;
- Ascend and descend ladder.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

Required

- Equivalent to graduation from the twelfth grade and completion of apprenticeship in one or more building trades, or a current or previous general contractor's license;
- Completion of Apprenticeship vocational training program.

Preferred

Associate degree.

Experience:

Required

- Two years of journeyman-level experience in construction trade.

Preferred

- Experience in other building trades.

Or any equivalent combination of education and experience.

- Journeyman level experience in one of the trades or crafts may be substituted for college requirements on a year-for-year basis;

Knowledge of:

- Working knowledge of welding, both gas and electric; carpentry, electric wiring, plumbing, masonry and concrete; auto repair, machine lathe and sheet metal;

- Principles and techniques of supervision and training;
- Building codes, regulations, and guidelines pertaining to assigned work;
- Material Safety Data Sheets;
- Safe working practices.
- Tools, materials, methods, and terminology used in the general building construction trades;
- Methods and practices used in the maintenance of tools, machinery, and equipment;
- Safe working practices;
- Hazardous Communications Regulations - "Right to Know";
- Fire Prevention, codes, and extinguishers;
- CPR and First Aid.

Licenses/Certificates:

- Must possess a valid California Driver's License;
- Must possess a valid certificate to operate a fork lift.

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