

JOB TITLE: SKILLED TRADES WORKER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of skilled and semi-skilled tasks and operations involved in the maintenance, repair, alteration, and/or basic construction of district buildings and facilities. Employees in this classification receive indirect but consistent supervision from a supervisory level within a framework of standard policies and procedures. Employees in this classification may oversee and direct the work of others in the accomplishment of a specific project and as assigned. This job class provides general maintenance services to assigned sites within the district as well as performing more specialized and complex duties related to a specific skilled trade(s) for all district facilities. This job class requires a high degree of technical knowledge and skill in one or more skilled trades as well as an overall basic knowledge and skill level in a variety of skilled and semi-skilled general maintenance operations. Job incumbents exercise independent judgement in the selection of methods and procedures used within a specialized area of general building maintenance work. This job class functions at a journey level of performance.

TYPICAL DUTIES

- Performs a variety of skilled and semi-skilled functions involving carpentry, electrical, plumbing, painting, and/or mechanical maintenance work in the general servicing of assigned district facilities
- Performs specialized skilled trades work to service specific maintenance needs of all district facilities as assigned
- Performs general carpentry work in the alteration, repair, and maintenance of buildings, partitions, forms, cabinets, floors, roofs, doors, windows, screens, wood fixtures and furniture
- Cleans, sands, seals, and otherwise prepares interior and exterior walls and surface for painting
- Installs and makes routine repairs to electrical wiring, switches, outlets, fixtures, and motors
- Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment
- Mixes, pours, and finishes concrete
- Makes emergency repairs and adjustments to plumbing equipment including pipes, washers and gaskets, faucets, floats, and valves
- Replaces door hinges, locks, and thresholds
- Repairs lockers at school sites
- Repairs, replaces, or constructs fences, gates, roofs, flooring, ceilings, and ceiling tiles
- Applies paint, varnish, shellac, enamel or other protective or decorative finishes to various surfaces
- Lays floor/wall tiles and installs carpet

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TYPICAL DUTIES cont'd

- Welds
- Installs, repairs, and maintains locking mechanisms including re-keyable padlocks
- Maintains maintenance logs and records for work completed
- Orders parts, supplies, and equipment
- Provides input for cost estimates for assigned projects to include time, labor, parts, supplies, equipment upon request
- Performs assigned skilled trades work as outlined in addendums
- May repair tools, or design special tools

MINIMUM QUALIFICATIONS

- Possession of a valid Class C California Driver's License
- Knowledge of the methods, procedures, equipment, and tools of the building trades as it relates to assigned area(s) of expertise (e.g., carpentry, electrical, plumbing, painting, etc.)
- Knowledge of the safety rules and regulations applied to the building trades
- Skill to read and interpret blueprints, sketches, and diagrams
- Skill to prepare accurate cost and materials estimates for assigned projects
- Skill to understand and carry out a variety of complex instructions in an independent manner
- Skill to safely use and operate a variety of hand tools, power tools, and equipment used in building maintenance purposes
- Skill to quickly and effectively diagnose basic maintenance and repair problems and take appropriate action to resolve them
- Skill to communicate effectively in both oral and written form
- Skill to perform mathematical calculations using addition, subtraction, multiplication, division, and basic geometry
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Ability to work safely and effectively on scaffolding, rigging, and roofs of varying heights
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties