DEFINITION:
Under general supervision, to do semi-skilled and/or skilled work in several trades in the maintenance and repair of buildings and equipment; and to do related work as required.

JOB CHARACTERISTICS:
Positions in this class are assigned a variety of tasks in the building trades. Although work requires the use of journeyman's tools and the ability to perform operations in several of the crafts, the skill required in any one field is less that would be required of a journeyman in that field. One position in this class is located on each campus. NOTE: Assignment for Utility Maintenance III must include at least 15% of time as journeyman in the carpentry, painting, glazing, electrical, or plumbing trade.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Makes repairs to furniture, cabinets, and other equipment.
2. Scrapes, sands, fills, or in other manner prepares surfaces for painting or repainting.
3. Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
4. Cleans brushes, tools, and other equipment.
5. Makes emergency repairs and adjustment to plumbing equipment and apparatus in school buildings such as replacing broken pipe, cleaning plugged drains, flushing sewer lines, and replacing faucets, washers, and gaskets.
6. Makes electrical repairs such as replacing fuses, fixtures, ballasts, and switches; tapes exposed wiring; maintains internal/external lighting systems.
7. Inspects ventilating systems to insure proper heat and air flow, and checks room temperature; services fans, compressors, pumps and other equipment; cleans as required.
8. Makes roof repairs as required.
9. Uses hand and power tools.
10. Performs various semi-skilled and/or skilled duties as required.
11. Assists other trades as required.
12. Performs other related duties as assigned.
EMPLOYMENT STANDARDS:

Knowledge of:
1. Tools, materials, methods and terminology used in building trades (i.e., carpentry, plumbing, heating/ventilating, electrical)
2. Methods and practices followed in the maintenance of tools, machinery, and equipment.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Estimate the scope of each work assignment and secure necessary tools and materials to complete the assignment.
5. Perform skillfully a variety of maintenance and repair activities.
7. Understand and carry out oral and written directions.
8. Maintain cooperative relationships with those contacted in the work.

Certifications:
1. Possession of an appropriate California Operator's license issued by the State of Motor Vehicles.

PROMOTIONAL QUALIFICATIONS:

Apprentice I - Entry Level Position, Range 44

Experience:
1. Basic knowledge of hand tools.
2. Demonstrated interest in position that requires mechanical aptitude highly desirable.

Education:
1. Completion of twelfth grade or equivalent.
2. Trade school courses desirable.

UPON EVALUATION AND RECOMMENDATION BY THE SUPERVISOR AND THE APPRENTICESHIP COMMITTEE AND FINAL APPROVAL FROM THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES, THE EMPLOYEE MAY MOVE TO LEVEL II AFTER COMPLETING 18 MONTHS (OR EQUIVALENT) OF SERVICE AS APPRENTICE/HELPER I - UTILITY MAINTENANCE WITH DEMONSTRATED PROFICIENCY AND 150 HOURS OR EQUIVALENT OF APPROVED VOCATIONAL INSTRUCTION.

Apprentice II - Semi-Skilled, Range 46
Experience: 1. Two years of experience in a comparable position with another employer or successful completion of the Apprentice I requirements in the Utility Maintenance trade.

Education: 1. Completion of the twelfth grade or equivalent.

UPON EVALUATION AND RECOMMENDATION BY THE SUPERVISOR AND THE APPRENTICESHIP COMMITTEE AND FINAL APPROVAL FROM THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES, THE EMPLOYEE MAY MOVE TO LEVEL III AFTER COMPLETING 18 MONTHS (OR EQUIVALENT) OF SERVICE AS UTILITY MAINTENANCE II WITH DEMONSTRATED PROFICIENCY AND 150 HRS OR EQUIVALENT OF APPROVED VOCATIONAL INSTRUCTION.

Apprentice III - Skilled, Range 50

Experience: 1. Four years of experience in a comparable position with another employer or successful completion on the Apprentice II requirements in the Utility Maintenance trade.

Education: 1. Completion of twelfth grade or equivalent.

APPRENTICE III EMPLOYEES THAT MEET THE JOURNEYMAN GLAZIER QUALIFICATIONS WILL BE CONSIDERED FOR PROMOTION TO JOURNEYMAN GLAZIER WHEN A GLAZIER POSITION BECOMES VACANT OR BECOMES NECESSARY; OR AT THE DISCRETION OF THE DIRECTOR OF OPERATIONS AND/OR ASSOCIATE DIRECTOR OF PLANT SERVICES.

Date Approved: March 1993
Range: Level I, L-44
Level II, L-46
Level III, L-50

EEO-Category: H-60