

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Skilled Maintenance Assistant	Range:	34
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for assisting in the performance of semi-skilled to skilled maintenance work on buildings, systems and related equipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of building maintenance and repair work utilizing the basic trades.
2.	Assists in the maintenance of facilities; repairs offices, hallways, restrooms, classrooms, and building exteriors; repairs and installs various dispensers; installs chalkboards, bulletin boards, dispensers, pencil sharpeners, signs and other equipment as assigned.
3.	Operates a variety of maintenance tools and equipment including trucks, manual and electrical tools; may operate a forklift as required.
4.	Reports facilities and equipment malfunctions to appropriate personnel.
5.	Assists skilled-trades personnel to complete activities and tasks (e.g., electrical, carpentry, plumbing, painting and locksmith duties).
6.	Maintains a variety of records related to labor, materials and work orders. Orders supplies and materials from various vendors according to established procedures. Maintains storage areas in clean and orderly condition.
7.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
8.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Skilled Maintenance Assistant completes assigned tasks under the direction of the skilled trades person or management supervisor.

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EDUCATION AND EXPERIENCE

High school diploma or GED

Sufficient maintenance experience involving training in basic trades to demonstrate the knowledge, skills and abilities listed below.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, tools, materials and equipment used in maintenance and repair work

Knowledge of health and safety regulations

Knowledge of requirements of maintaining school buildings in a safe, clean and orderly condition

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of record-keeping techniques

Ability to perform skilled and semi-skilled maintenance and repair duties in the assigned basic trades

Ability to perform minor maintenance using a variety of tools and machines utilized in the basic trades

Ability to operate a variety of tools and equipment including manual and electrical tools

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

A valid forklift certification

A valid electric cart certification

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)

Asbestos Awareness (16 hrs)

Bloodborne Pathogens

Confined Space

Hazard Communication

Industrial Truck/Forklift Certification

Lead Awareness

Lockout/Tagout

Respiratory Protection

Utility Cart Certification

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.
