

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Skilled Trade Crafts Worker
~~Skilled Trades Craft Worker~~

Department: Facilities Maintenance & Operations

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Mon-Fri 7:00 am-3:30 pm

Salary Schedule (Range): B-71

Background and Rationale (use back of form if additional space is needed): This position is to fill the vacancy created by Louis Spana who was promoted

to Lead Skilled Trades Craft Worker.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-621600-212000-651000-210 100 % Amount \$ 112,485

Account Number(s): _____ % Amount \$ ~~100,900~~

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

ASAL K S Bohan
William Asher (Aug 2, 2022 06:48 PDT)

Aug 2, 2022

1. Requesting Manager Signature

Date

[Signature]

10/5/22

2. Division Vice President Signature

Date

[Signature]

10/13/22

3. Chief Compliance/Budget Officer Signature

Date

[Signature]

10/18/2022

4. Human Resources Signature

Date

[Signature]

10/20/2022

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CB9893 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

[Signature]
6. Signature of President/CEO

October 25, 2022

Date

SKILLED TRADE CRAFTS WORKER

DEFINITION

Under general supervision, performs a wide variety of building maintenance, repair, and installation tasks involving carpentry, roofing, masonry, flooring, fencing, repairing, patching, stucco of walls, repairing district furnishings to improve, maintain, and renovate District buildings and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director of Facilities Planning & Management.

CLASS CHARACTERISTICS

This is a journey-level position that performs general skilled trades work. Incumbents are responsible for performing maintenance and alterations on District buildings and facilities, and perform general installation and repairs. This class is distinguished from other skilled maintenance trade classifications by the performance of duties in all skilled trades, rather than primarily performing duties in one area.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Performs maintenance and alterations on District buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; adds and demolishes walls; repairs cabinets and counters; repairs stairs; builds storage units; installs and repairs ceiling tiles, floor and wall tiles, linoleum and/or carpet; repair doors; repairs and replaces sheet rock, installs and repairs concrete and masonry; repairs and patches roofs, paints and/or stains as necessary; and performs other related tasks.
- Repairs block/brick structures, replaces grout and repairs cracks; patches cement, constructs forms, and pours concrete for small jobs such as walkways or slab repair.
- Inspects structures; recommends special work required or necessary facility maintenance; trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Orders needed supplies; ensures maintenance of an adequate inventory to accomplish assigned jobs.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment, including forklift, aerial lifts, backhoe, tractors, jackhammer, and trucks.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.

- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
- Perform welding, lathe and metal fabrication duties as directed; utilizing oxyacetylene and electric arc welding, soldering and brazing processes; assure compliance with established safety guidelines and regulations.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, and construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establishing safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintaining established quality control standards.
- Practice safe work habits; training others in proper and safe work procedures.
- Follow department policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Maintain records and prepare work and time reports in building and facility maintenance areas.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training or college-level courses from a regionally accredited college or university in building construction, maintenance, or a related experience in building/facilities maintenance field, and two (2) years of journey level work in one or more of the building trades. Or equivalent of (5) years' experience in buildings/facilities maintenance and or journey level work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen, color vision to identify electrical wires, pipes, engine and motor parts etc., and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.