

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SKILLED CRAFTSWORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of skilled duties related to carpentry, plumbing, painting, electrical and general building maintenance duties at an assigned campus location; perform skilled field maintenance duties.

REPRESENTATIVE DUTIES:

Design, construct, install, repair and maintain cabinets, shelves, built-in desks, tables, windows, chairs; cut openings; construct frames and hang doors. *E*

Design and construct walls and partitions to increase or decrease the size of rooms; prepare and spray repaired cabinets, desks, files, interior offices and classrooms. *E*

Construct and install forms; pour and finish cement for forms and walks; construct ramps and platforms; inspect and repair roof leaks. *E*

Repair other equipment involving the application of plumbing, electrical, locksmithing and a variety of the trades. *E*

Repair exterior and interior door locks; repair desk and file locks; strip, sand, varnish and refinish exterior walls including plastering. *E*

Repair furniture, carpeting, light fixtures, tiles, fan motors, drapes, window screens, sinks and toilets; install venetian blinds, drapes and shades. *E*

Mount projector screens, chalk boards, pictures and tack boards. *E*

Repair backboards and paint baseball backstops and dugouts. *E*

Construct and paint signs; install and remove signs on score board at the stadium. *E*

Paint curbs and parking stripes and numbers. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, equipment and tools used in carpentry, plumbing, painting, electrical work and concrete construction.

Record keeping techniques.

Basic math.
Safe work practices.

ABILITY TO:

Perform a full range of assigned skilled maintenance work including carpentry, plumbing, painting, light construction and electrical work.
Use and care for tools and equipment used in maintaining and repairing assigned maintenance area.
Read and interpret blueprints, schematics, sketches and drawings.
Maintain records related to work performed.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by formal training in one of the skilled crafts and two years of journey-level skilled craftworking and maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to stand for extended periods of time. |
| <u>4</u> | b. | Ability to see for purposes of reading printed matter and operating a vehicle and maintenance equipment. |
| <u>3</u> | c. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | d. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | e. | Ability to bend and twist, sit, stoop, kneel, push, pull and crawl. |
| <u>3</u> | f. | Ability to lift <u>75</u> lbs. |

- 3 g. Ability to carry 75 lbs.
- 4 h. Ability to reach in all directions.
- 2 i. Ability to work at heights.
- 2 j. Ability to ascend and descend a ladder.
- 1 k. Ability to work in the elements (extreme temperatures).

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.