

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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. Order 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 equivalent  
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

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**SPECIAL REQUIREMENTS**

A valid California Driver's License  
A valid forklift certification  
A valid electric cart certification

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**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

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**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.

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