

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Senior Tradesworker		<i>BOT Date:</i> Jul 16, 1999	
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0905	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Provides district-wide trade and technical support to maintain HVAC equipment in proper working order and to carry out electrical repairs and installations.

KEY RESPONSIBILITIES		% OF TIME
1.*	Repairs, installs and maintains HVAC equipment district-wide; identifies equipment problems and works to resolve.	40%
2.*	Carries-out electrical repairs and installations; identifies electrical problems and works to resolve.	40%
3.*	Initiates work orders as needed and procures petty cash to purchase parts and materials needed to complete open work orders.	10%
4.	Assists other employees in resolving technical and mechanical problems.	10%

\* Indicates an "essential" job function.

<i>Class Title:</i> Senior Tradesworker	<i>Class Code:</i> N0905	<i>Level:</i> I
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.	
<i>Experience:</i>	3 to 5 years.	
<i>Planning:</i>	Plan events that are expected to occur from one to four weeks or on a monthly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Occasionally requires personal contact with the public.	
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May act in a "lead" or "senior" capacity over other positions performing essentially the same work.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary. May work with software applications and data retrieval.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires extreme physical exertion to the point of physical fatigue. Work environment involves exposure to job hazards where there is some possibility of injury.	