

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Tradesworker	<i>BOT Date:</i> 10/1/96		
<i>Level:</i> J	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1012	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Maintains and repairs all College facilities district wide to include one or more of the following trade activities; plumbing, painting, carpentry, general maintenance, new construction and/or lock and key work.

KEY RESPONSIBILITIES

% OF TIME

1.	Minor indoor and outdoor painting.	25%
2.*	Repair plumbing and replace plumbing fixtures.	25%
3.*	Hang interior and exterior doors and door frames.	15%
4.	Replace ceiling tiles.	10%
5.	Patch and hang drywall.	10%
6.	Order and replace broken and missing ceramic tile.	5%
7.	Repair holes in existing walls.	5%
8.	Replace baseboards.	5%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Tradesworker	Class Code: N1012	Position Level: J
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Vocational or Technical School required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: 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 to meet variations in facts and/or conditions.	
<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 contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines.	
<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 and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	