

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Tradesworker Apprentice – Lock and Key *BOT Date:* 10/1/96

Level: K *FLSA Status:* Non-exempt *Class Code:* N1110 *Adm. Rev.:*

GENERAL DESCRIPTION

Provides assistance in assigned trade(s).

KEY RESPONSIBILITIES

% OF TIME

1.*	Replaces locks and makes adjustments as required.	50%
2.*	Issues keys to College personnel.	20%
3.	Responds to emergency calls from campus personnel.	10%
4.	Refiles keys.	20%
5.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Tradesworker Apprentice – Lock & Key	Class Code: N1110	Position Level: K
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.	
<i>Work Experience:</i>	0 to 1 year prior related work experience required.	
<i>Planning Scope:</i>	Plans events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or equivalent.	
<i>Impact on Budgets:</i>	Provides incidental services indirectly related to the use or misuse of the expenses or revenues.	
<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>	Decisions and impact are limited to decisions and planning within a small group or activity and normally affect only the assigned department.	
<i>Complexity:</i>	Work consists of routine tasks, processes or operations.	
<i>Decision Making:</i>	Work may occasionally involve Non-standard assignments; there is limited opportunity for independent judgment.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies and procedures.	
<i>Communication with Others:</i>	Regular contact within the department, with other departments, with outside agencies and with the general public, supplying or seeking information.	
<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 direction of others.	
<i>Job-Related Knowledge:</i>	Requires intermediate skills with knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following instructions.	
<i>Innovation/Creativity:</i>	Work requires occasional involvement in projects that result in new ideas or methods. Improved methods generally affect the immediate department.	
<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.	