

**UNIVERSITY OF ALASKA CLASSIFIED EMPLOYEES ASSOCIATION  
BARGAINING UNIT CLASSIFICATION DESCRIPTION**

**JOB TITLE:** Crafts and Trades I

**Wage Grade - CT 1**

**Non-Exempt**

**Job Title Number - 6501**

**Creation Date:** July 21, 1998

**Date of Last Revision:** July 25,2001

**SUMMARY:** Under general supervision, may routinely perform a variety of skilled maintenance, repair, and construction tasks in a variety of trades requiring at least apprentice level skills in any one of the trades practiced.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following are representative of the duties that are performed by persons in the Crafts and Trades I category. More specific duties may be detailed in departmental job descriptions. Persons in this category, with requisite skills and abilities, may at times be required to perform other duties and responsibilities including those mentioned in other classification descriptions and marginal responsibilities shared by any other classification as assigned by management.

- A. Inspects and performs various maintenance, repair, and construction tasks for compliance with applicable work orders, regulations, codes, and professional practices.
- B. Troubleshoots, analyzes, and repairs all types of maintenance functions using a variety of test equipment, e.g. volt/ohm meter.
- C. Performs preventative and corrective maintenance on building components, vehicles, and specialized equipment.
- D. Demonstrates appropriate work methods to other employees including proper safety measures.
- E. Obtains needed information or decisions from supervisor as needed.
- F. Performs extensive overhaul, maintenance, and repair to equipment such as vehicles, large construction tractors, boilers, steam plants, ventilation systems, auxiliary power units, fuel systems, hydronic systems, kitchen equipment and appliances, and other equipment as needed.
- G. Ensures that hazards are removed from buildings and grounds including snow, ice, debris, animal wastes, construction materials, and other items as required.
- H. Installs floor coverings, wall coverings, sheet rock, and furnishings such as shelving, window coverings, door seals, and institutional support equipment.

- I. Performs nonstructural repairs to walls, floors, ceilings, wall surfaces, and finishes.
- J. Operates and inspects conventional and airless sprayers, compressors, electric swing stages, and sandblasting equipment.
- K. Assists in remodeling and new construction.
- L. Cleans, repairs, and combines locks and cuts keys. Performs minor maintenance and assists in the operation of electronic access systems.
- M. Operates construction and road maintenance equipment in excess of 100 horsepower, or vehicles in excess of 33,000 GVWR greater than 50% of assigned duties.
- N. Inspects and receives various maintenance and construction parts into a computer database from multiple campus locations; verify all receiving documents and accounting information for accuracy and completeness; Provide the necessary documents for the successful stocking of materials and supplies. Accesses and manipulates the database to track and monitor the accountability of the inventory.
- O. Routinely maintains a demurrage computer database to distribute and track compressed gas cylinders.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from a MSW 4 classification in that this classification requires a higher degree of skill in a specific trade. It differs from a CT2 classification in that the latter requires a journeyman or equivalent certification and less frequent supervision.

**ADMINISTRATIVE RESPONSIBILITIES:**

Routine responsibilities may include scheduling, assigning, and directing work for one to four employees. May be required to act as a Lead for other bargaining unit employees.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** May possess journeyman level certification. Requires apprentice level or other equivalent certification appropriate to the specific trade; with a minimum of three years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read, analyze, and interpret professional journals and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management.

**Interpersonal Skills:** Ability to work independently and in a group setting including following, interpreting, and communicating instructions given by management; relating to management and other employees in a positive manner; making efforts to solve crew conflicts; and assisting in providing a productive and safe work environment.

**Mathematical Skills:** Ability to calculate figures and amounts such as pressures, frequency, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:** May be required to have a journeyman level certification for specialized work. May be required to have specialized licenses, e.g., state boiler license, commercial driver's license, inspector certifications, hazardous paint handler's certificate, Certificate of Fitness Asbestos Abatement, and specialized endorsements.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee may occasionally be exposed to the unpleasant smell of odors and gases.

The employee may frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job may include close vision, distance vision, color vision, night vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places; in confined spaces; and in outside weather conditions. The employee may encounter wet and/or humid conditions; fumes or airborne particles; hazardous chemicals; extreme cold; extreme heat; and the risk of electrical shock. The noise level in the work environment is usually loud. Appropriate protective measures must be taken to prevent possible injury.

**POSITIONS COVERED:** Examples of positions covered under Crafts and Trades I:

Appliance Mechanic  
Carpenter I  
Carpet Layer/Tile Setter  
Locksmith I  
Maintenance Mechanic  
Boiler/ Firer I  
Plumber I

Auto Mechanic  
Roofer/Carpenter  
Equipment Operator II  
Painter  
Building Maintenance Mechanic  
Electrician I  
Warehouser III