

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

JOB TITLE: Crafts and Trades 3

Wage Grade - CT 3

Non-Exempt

Job Title Number - 6503

Creation Date: July 21, 1998

Date of Last Revision: July 25, 2001

SUMMARY: May be directed to provide oversight of activities of multi level workers engaged in performing and coordinating troubleshooting and repair to complex equipment and/or systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are representative of the duties that are performed by persons in the Crafts and Trades 3 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. Assists management in resolving worker-related problems.
- B. Performs technical analysis of building plans and working drawings to determine work aids required and optimize sequence of installation in maintenance and construction projects and operations.
- C. Performs plumber/pipefitter duties, including certified pipe welding to repair and install piping systems and equipment.
- D. Administers computerized building control system/energy management functions; restores and reprograms computerized building control sequences in conformance to management specifications and applicable codes.
- E. Inspects maintenance and construction projects for conformance to management specifications and codes.
- F. Inspects, maintains, and operates refrigeration systems including routine and emergency repairs.
- G. Plans, develops, and interprets specifications and assembly/support of complex research equipment, including materials, methods of construction, and sequence of operation or monitoring equipment.

- H. Ensures that hazards are removed from buildings and grounds including snow, ice, debris, animal wastes, construction materials, and other items as required.
- I. Demonstrates appropriate work methods to other employees including proper safety measures.
- J. Inspects, diagnoses malfunctions and repairs vehicle and equipment emission control systems in accordance with manufacturer specifications and all pertinent governing regulations.

DISTINGUISHING CHARACTERISTICS:

This is the highest skill level in the craft and trade classifications. Employees in this classification may be directed to assume sole project responsibility in completing complex projects.

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: Master level or equivalent certification in a specialized field including but not limited to plumbing, electrical, or mechanical; or a minimum of 15 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 other similarly classified employees and 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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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: Must have journeyman level certification in a craft or trade. May be required to have specialized licenses including a commercial driver's license, inspector certifications, ASME IX (welding on pipe, 15 psi or more capacity), electrical administrator's license, level C state fireworker permit, Emission Control Test and Repair certificate, etc.

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 frequently 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 injury.

POSITIONS COVERED: Examples of positions covered under Crafts and Trades 3:

Instrument Mechanic
Machinist
Vehicle Emissions Technician

Electrician/Refrigeration Mechanic
Plumber/Pipefitter/Welder