

## SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 4121 - Trades/Maintenance Worker 2	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 10/1/2013	<b>d. Position No:</b> H99882 - Old
<b>e. Working Title:</b> Trades/Maintenance Worker 2	<b>f. Work Unit:</b> Facilities Services
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> James Lake
<b>j. Work Location:</b> Klamath Falls - OR Facilities Services	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> Yes

## SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

Facilities Services is responsible for the operation, maintenance, repair, and construction of the OIT campus. The department supports the education of approximately 3,000 students and the activities of 800 faculty and staff. Facilities Services is a support organization responsible for planning, constructing, renovating, and maintaining university buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the college's teaching and community goals while minimizing consumption of natural resources and providing other services to the college which ensure a clean, safe, and healthy environment with effective use of economic and human resources.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

The purpose of this position is to perform supportive and technical service work to include preventive maintenance, service, repair, remodel, and minor construction on campus buildings, equipment, and machinery. This position may also perform a wide range of minor plumbing, mechanical, carpentry, and painting tasks in addition to assisting trades workers in more complicated jobs.

## SECTION 3. DUTIES

**a. Major Duties**

Performs carpentry related duties by cutting, screwing and nailing lumber using power and hand tools in the construction of walls, concrete forms, and counter tops. Hands, tapes and finishes wallboard. Installs insulation and soundproofing, windows and doorframes. 50%

Hangs and secures pictures, chalkboards, dry erase boards, shelves, cabinets, dispensers, and blinds, using power and hand tools. 20%

Assist other trades as needed ie assist's Painter/Sign maker by cleaning parking lots and roadways, placing paint stops, and running string lines for the purposes of parking lot and roadway paint striping,assists Co-Gen Engineer with repairs and maintenance to campus plumbing systems and assists HVAC technician in the repair of building air handlers. 13%

Paints walls, trim, railing in classrooms, offices, and exteriors using drop cloths, brushes, paint rollers, and paint sprayers. 10%

Installs Herman Miller office systems from drawings using hand and power tools.5%

**b. Marginal Duties**

Cleans shop: uses brooms, steam cleaner and shop vac to maintain a clean and safe work area 2%

**SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

Will spend time in confined spaces such as utility tunnels, vaults, and pits.  
subject to outdoor work in rain, snow, and sub-freezing temperatures. Subject to emergency call back on off hours. Occasionally required to travel away from normal work location. Subject to working in confined spaces where protective equipment is required.  
Must be able to lift 75lb and subject to daily bending, twisting, stooping, working on knees and laying on back and stomach. Position will daily work in environments with noise levels exceeding 80db and be required to wear appropriate hearing protection.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

Oregon Occupational Safety and Health Code.

**b. How are these guidelines used to perform the job?**

These guidelines provide the framework for performing assigned tasks safely and effectively.

**SECTION 6. WORK CONTACTS**

**With whom outside of co-workers in this work unit must this position regularly come into contact?**

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
Faculty - Staff Students	E Mail , phone , in person	Review work, provide quotes and guidance. Address complaints.	Daily

**SECTION 7. JOB-RELATED DECISION MAKING**

**Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.**

Methods of repair, materials to be used, and decisions regarding proper safety equipment and procedures.

## **SECTION 8. REVIEW OF WORK**

**Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?**

Work is reviewed by Maintenance Supervisor on a daily basis. Purpose is to review work in progress, unusual work requests, and efficiencies in operation.

## **SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

**Any other comments that would add to the understanding of this position:**