

A. General Statement

This is maintenance work at the multi-skilled level, performing a variety of tasks in the building trades. Although work requires the use of journey-level work tools and the ability to perform operations in several of the crafts, the skill required in any one field is less than that would be required of a journey-level worker in that field. Under general supervision, the employee performs a variety of tasks necessary for the maintenance and repair of mechanical, plumbing, electrical, vertical transportation, telecom/datacom, roofing & building envelope, structural, access control, interior floor/wall/ceiling, building monitoring, control and other support systems for community college facilities. The Utility Engineer works individually or as a team member to plan and implement major and minor installations, modifications and repairs to buildings, vehicles, equipment and grounds. Public contact is extensive, primarily involving department and outside staff, vendors and contractors for the purpose of exchanging information pertaining to project assessment, procedures, materials and timelines. A moderate degree of independent judgment and creativity is required to follow and modify standard, prescribed trade techniques to troubleshoot, complete given assignments, and to resolve minor and some major problems that arise. Consequences of errors in judgment can be costly in materials, public relations and in employee time. A utility engineer may be assigned to work at a single campus, or at multiple campuses; and may be assigned to work individually or in a team under the direction of higher level engineers and/or management.

B. Examples of Essential Functions

A Utility Engineer:

1. exchanges information with lead and/or management, maintenance and other staff regarding ongoing and special maintenance projects, project priorities, materials, staffing, and timelines required; confers with management regarding safety procedures, equipment, supplies; provides information on repair and installation needs, as technical resource, to outside department staff; attends workshops, meetings and other events to obtain current information;
2. installs, adjusts, modifies and repairs building systems and campus infrastructure systems; assesses condition of fixtures and parts; replaces parts and makes recommendations for and/or executes the purchase of new parts and supplies; works with contractors to complete a variety of projects, as assigned; schedules and monitors the work of other staff as assigned;
3. services, repairs and maintains vehicles and equipment according to a maintenance schedule;
4. participates in cleaning and painting of paintable surfaces; performs routine inspections on a regular basis for proper working order; checks, adjusts, repairs and monitors building systems, furniture and fixtures for proper operation standards; inventories supplies and recommends and/or executes the purchase of replacement or additional supplies as needed;
5. drives a motor vehicle to various work sites and to pick up and deliver materials and equipment;
6. cleans and maintains the maintenance center and related work areas;
7. uses a computer and computer software to enter, modify and retrieve data related to maintenance schedules, equipment and supply usage and inventory, and other data.

C. Non-essential Functions

1. Performs other related duties as assigned.

D. Knowledge, Skills and Abilities

Training Guidelines

- | | |
|--|--|
| 1. Knowledge of trade procedures, equipment, tools, and supplies commonly used to support the installation, maintenance and repair of building and campus infrastructure systems, tools, vehicles and equipment. | 1. Special courses; job experience. |
| 2. Knowledge of the safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations. | 2. Special courses; job experience. |
| 3. Skill in assessing conditions and standards of building and infrastructure systems, tools, vehicles and equipment, and completed work. | 3. Special courses; job experience. |
| 4. Skill in working cooperatively as part of a customer service team. | 4. Job experience; life experience. |
| 5. Skill in reading and comprehending complex instructions, blueprints and directions; ability to follow instructions. | 5. Special courses; job experience. |
| 6. Skill in using a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data. | 6. Special courses; job experience. |
| 7. Skill in safe operation and handling of tools, equipment and supplies including driving a motor vehicle. | 7. Special courses; job experience; life experience. |
| 8. Ability to obtain forklift certification. | 8. Special courses; job experience. |
| 9. Ability to perform moderate to heavy physical labor on a sustained basis. | 9. Job experience, life experience. |
| 10. Skill in setting up, maintaining, and evaluating detailed records. | 10. Job experience; special courses. |
| 12. Ability to communicate effectively with people at various levels within the organization who are diverse in their cultures, language groups and abilities. | 12. Job experience; life experience. |

E. Physical/Other Requirements

This classification requires sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; manual dexterity; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; possession of a valid California Driver's License and the ability to safely drive a motor vehicle in the performance of assigned tasks.

Utility Engineer

F. Education and Experience

This classification requires a combination of training and experience equivalent to semi-skilled general building maintenance work preferably in two or more building maintenance trades. Possession of California Driver's License is required. Possession of a forklift certification, or successful completion of a forklift certification course within 6 months of assuming the position, is required.

(LdS/CG 6/16/03)