



Facilities and Safety Services Job Family: **Multi-Trade Technician Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Multi-Trade Technician I INDIVIDUAL CONTRIBUTOR	Multi-Trade Technician II INDIVIDUAL CONTRIBUTOR	Multi-Trade Technician III INDIVIDUAL CONTRIBUTOR	Multi-Trade Technician IV INDIVIDUAL CONTRIBUTOR	Multi-Trade Technician V INDIVIDUAL CONTRIBUTOR
Serve as a maintenance mechanic assistant, working with senior mechanics on complex projects.	Perform/be able to perform most or all of the duties and responsibilities of the Maintenance Mech. I level.	Perform/be able to perform most or all of the duties and responsibilities of the Maintenance Mech. II level.	Perform/be able to perform most or all of the duties and responsibilities of the Maintenance Mech. III level.	Perform/be able to perform most or all of the duties and responsibilities of the Maintenance Mech. IV level.
Perform basic activities in particular discipline such as plumbing, electric, carpentry, refrigeration, controls, painting, and masonry.	Perform routine maintenance and repair and replacements in one of the construction or maintenance disciplines such as plumbing, electric, carpentry, refrigeration, controls, painting, or masonry.	Provide subject matter ability and troubleshoot complex systems and plan installations in one or more of the disciplines; plumbing, electric, carpentry/general construction, refrigeration, controls.	Provide subject matter expert and specify systems, plan installations, troubleshoot, lead installations.	Serve as subject matter expert and plan and implement all aspects of repair, maintenance, replacement and upgrades.
			In collaboration with supervisor, serve as the spokesperson on behalf of the Station in one of the technical construction or maintenance disciplines.	Act as working crew lead; assign work and follow up to insure work is completed safely, efficiently and meets requirements. Provide input for hiring and performance.
Operate and maintain trades equipment.	Operate and maintain trades equipment. Strategically select most appropriate equipment to complete task. Evaluate condition of equipment.	Troubleshoot mechanical and building equipment/components. Recommend repair or replacement strategies.	Troubleshoot building systems. Recommend repair or replacement strategies.	Evaluate building systems, advise on conditions and recommend course of action. Complete and maintain work request and work orders records.

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Follow all safety protocols and procedures.	Maintain required knowledge of applicable safety and code compliance regulations and requirements.	Acquire and maintain knowledge of applicable safety and code compliance regulations and requirements.	Acquire and maintain knowledge of applicable safety and code compliance regulations and requirements.	Maintain current updates on safety protocols. Assess and guide work teams on safe work practices.
	Respond to work orders and requests to perform maintenance activities.	Work cooperatively with unit, research staff and faculty on a variety of tasks.	Work cooperatively with unit, research staff and faculty on a variety of somewhat complex tasks.	Collaborate with unit, research staff and faculty to ensure appropriate staffing for operations and trade shops.
	Identify necessary parts and supplies needed to complete a task and work with Shop lead to develop plan or procurement.	Notify supervisor of necessary parts and supplies needed.	Procure necessary parts and materials; follow projects' progress.	Keep up-to-date records of technical data and pricing information of materials, equipment, parts and inventory.
	Provide relief for Utility Plant operators and assist other trade shops.	Provide relief for Utility Plant operators and assist other trade shops.	Provide relief for Utility Plant operators and assist other trade shops.	Assist other trade shops Leads as necessary.
		Assist in scheduling projects.	Schedule and expedite work requests, including maintenance programs in the physical plant and research departments.	Procure and maintain materials including interaction with vendors. Participate and lead in estimate preparation as required.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10550 MULTI-TRADE TECHNICIAN I, BAND A	10551 MULTI-TRADE TECHNICIAN II, BAND B	10620 MULTI-TRADE TECHNICIAN III, BAND C	10552 MULTI-TRADE TECHNICIAN IV, BAND D	11621 MULTI-TRADE TECHNICIAN V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High School Diploma or equivalent; up to 1 year or equivalent experience.	High School Diploma or equivalent; up to 1 year or equivalent experience.	Trade/Vocational/Technical School in Building Trades – Construction, or trade associations training; 2 years to 4 years of relevant experience or equivalent.	Associate’s Degree with college coursework in Building Trades – Construction, or trade associations training; more than 2 years and less than 4 years or equivalent experience.	Associate’s Degree with college coursework in Building Trades – Construction, or trade associations training; more than 4 years and less than 6 years or equivalent experience.
IMPACT	Affects immediate department.	Affects immediate department.	Affects immediate department.	Affects immediate department.	Extends beyond department.
CONTACTS - INSIDE	Receive information. Provide information.	Assists others. Cooperation of task completion. Handle confidential information.	Pro-actively assist others and train others in area of expertise.	Pro-actively assist others and train others in area of expertise. Coordinate activities.	Guide and lead others. Lead projects and maintenance efforts. Contribute to group projects.
CONTACTS - OUTSIDE	None to limited contact.	Straightforward business. Provide factual information. Handle confidential information.	Straightforward business. Provide factual information. Handle confidential information.	Straightforward business. Provide factual information. Handle confidential information.	Conduct somewhat complex business activities. Obtain involved information. Handle confidential information.
CONTACTS - STUDENTS	Provide information or instruction on policies /procedures.	Provide information or instruction on policies/ procedures.	Provide information or instruction on policies/ procedures.	Provide information or instruction on policies/ procedures.	Provide information or instruction on policies/ procedures.

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SUPERVISION	None given.	None given.	Direction given to others on technical matters.	Students. Temporaries. On-the-job training.	Students. Temporaries. On-the-job training.
COMPLEXITY	Entire field tasks.	Entire field tasks.	Focus on entire field.	Subject matter expert.	Focus on entire field and on related areas.
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor.	Responsible for making routine decisions within limits prescribed by established policies or by supervisor.	Responsible for making technical decisions within limits prescribed by established policies or by supervisor.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions may be outside limits.
FREEDOM OF ACTION	Daily supervision.	Daily supervision. Proceeds alone on regular tasks. Refers questionable situations to the supervisor.	General supervision. Proceeds alone on regular tasks. Refers questionable situations to the supervisor.	Very general supervision. Proceeds alone on regular tasks. Accomplish most tasks alone. Keep supervisor informed of progress.	Very general supervision. Resolves most problems. Accomplish most tasks alone. Keep supervisor informed of progress.
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work.	Limited responsibility, OR is position's area of work.	Provide standard responses to inquiries.	Provide standard responses to inquiries.	Provide standard responses to inquiries.
SUPPORT SKILLS – COMPUTER	Use business programs for data input.	Use business programs for data input.	Use business and technical programs for data input.	Use business and technical programs for data input.	Use business and technical programs for data input or word processing to create documents or reports.
WORKING CONDITIONS - PHYSICAL	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.

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WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.
WORKING CONDITIONS - HAZARD	Chemicals/ substance requiring careful use. Handling of mildly toxic plants. Equipment requiring close attention. Some use of protective devices.	Chemicals/ substance requiring careful use. Handling of mildly toxic plants. Equipment requiring close attention. Some use of protective devices.	Chemicals/ substance requiring careful use. Handling of mildly toxic plants. Equipment requiring close attention. Some use of protective devices.	Chemicals/ substance requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including computer use. Some use of protective devices.	Chemicals/ substance requiring careful use. Handling mildly toxic plants. Equipment requiring close attention, including computer use. Some use of protective devices.