

CLASSIFICATION SPECIFICATION

Maintenance Trades Helper

FT/PT Class Code: 7030, 7530 Pay Grade: B/C 03 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for assisting mechanics, tradesmen, mailroom personnel, groundskeepers, etc. with the overall care and operation of the campus by performing a variety of basic maintenance, repair, and minor routine tasks as assigned.

NATURE AND SCOPE:

An incumbent in this class functions under immediate supervision of a technical supervisor and is involved in tasks such as, but not limited to, moving furniture, snow removal, mailbox delivery, receiving and loading dock duties, basic grounds maintenance, etc. and other assigned indoor and outdoor tasks. A class incumbent is responsible for completing tasks not requiring detailed knowledges and skills.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists mechanics and tradesmen in basic and routine repair and maintenance functions.
2. Assists mailroom personnel with mailbox delivery.
3. Assists in snow/ice removal, grass cutting, and grounds maintenance.
4. Assists with moving furniture and other assigned tasks requiring general labor.
5. Assists with receiving and loading dock duties.
6. Makes signage for campus as needed.
7. May pick up or transport supplies and materials.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of operating and maintaining a variety of equipment, hand and power tools used in trades fields such as plumbing, carpentry, electrical, painting, or HVAC.
- ◇ Knowledge of basic tools and their application, maintenance, and repair.
- ◇ Knowledge of basic tasks and repairs in mechanical/trade fields.
- ◇ Skill in basic applications, techniques or procedures of a mechanical/trade field.
- ◇ Ability to understand and comply with written and oral instructions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Ability to apply principles, practices, methods, tools and equipment used by skilled tradesmen/mechanics in helping them carry out their tasks.
- ◇ Ability to operate equipment and power tools and ability to operate signage machines
- ◇ Ability to operate mailroom machinery.
- ◇ Ability to communicate effectively and work in a multi-cultured environment.
- ◇ Ability to read, write, and follow basic instructions.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED.