

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5470

TRADES HELPER

**Abolished Effective February 10, 2006**

DEFINITION

Perform semi-skilled work in the institution's building maintenance and alterations program.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by responsibility for assignment to a specific shop to work under and assist journey-craft tradesworkers in performance of semi-skilled work assignments.

TYPICAL WORK

General (Common to all Trades Helpers)

Clean up, service and operate a variety of hand and power tools;

Assist journey tradesworkers in performance of maintenance and alterations work assignments;

Have knowledge of common materials used by the trade; obtain, prepare and deliver materials to the job site for installation by journeyworkers;

Assist in shop office routines, including material storage and record keeping;

Set up and work from a variety of ladders and scaffolding;

Clean up and maintain shop areas, work sites and storage areas;

Sheet Metal Work

Assist roofing crews, operate tar pot, handle and place roofing materials;

Use common shop instruments, including rules and micrometers;

Cut, grind and polish sheet metal materials;

Operate power shop equipment including drill press and punch press;

Operate the sand blaster;

Make minor assemblies of pre-formed sheet metal components including installation of fasteners;

### Carpenter Work

Receive, stack and select lumber materials for use by journeyworkers;

Operate a fork-lift truck;

Cut lumber to length with power saw;

Perform simple fabrication work, such as nailing forms, benches, flats, and installation of fasteners;

Assist journey carpenters on maintenance and alterations projects, including nailing plasterboard, driving stakes, assembling stud walls, maintenance and installation of doors and closers;

Operate shop equipment, including saws, sanders and drills;

Clean and remove nails from lumber;

Assist in installation of shades, drapes and other window coverings.

### Paint Work

Order a wide variety of paint materials and equipment used by journey painters;

Maintain receiving, staging and storage of paint materials for issue to journeyworkers for projects and maintenance work;

Clean, service and adjust paint shop equipment such as tools, brushes;

Assist journeyworkers in tree fireproofing;

Mix colors and prepare paint materials for use by journeyworkers;

Assist journeyworkers in other painting projects as assigned;

#### Electrical Work

Replace incandescent lamps and fluorescent tubes in a wide variety of lighting fixtures throughout the campus;

Assist journey electricians in pulling wire, hanging fixtures, cutting and threading conduit;

Take electrical meter readings;

Clean up and wash light fixtures;

Cut and prepare metal shapes for use in hanging electrical devices;

Operate hand and portable tools, including drill motors, metal cutting equipment and power hammer;

#### Plumbing and Pipefitting Work

Operate portable and shop power equipment including drills, tapping machines, air compressors, pumps and grinders;

Assist journey plumbers and pipefitters in cutting and threading pipe, making up pipe joints; repair of valves, pneumatic controls and refrigeration equipment; and installation of equipment;

Assist in cutting and patching building structures for installation or removal of piping;

Assist journey pipefitters and refrigeration mechanics in testing and adjusting flow rates, temperatures, air quantities, pressures in ventilation, refrigeration and water systems;

Read and operate a variety of testing equipment;

Assist journeyworkers in maintaining drainage and waste piping including use of hand-power operated pipe cleaning equipment;

Perform related duties as required.

#### MINIMUM QUALIFICATIONS

High School graduation or GED Certificate; AND six months' general work experience requiring use of trades tools at the unskilled level. Possession of a valid motor vehicle operator's license may be required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 7-12-73  
Revise MQ: 7-2-90