

# Washington State Department of Personnel

## Class Specification

### **TRADES HELPER**

6261

#### **Class Series Concept:**

Positions in this series perform general maintenance, repair, remodeling and construction duties utilizing working knowledge of several related skill fields such as electrical, plumbing, carpentry, welding, painting and machinist work. Incumbents inspect, repair, install and maintain physical facilities, locks and maintain and repair machinery and equipment. Positions may be required to lead or supervise and instruct offenders, inmates or residents in general maintenance activities.

#### **Distinguishing Characteristics:**

This is the entry level of the series. Positions at this level perform semi-skilled work and assist journey-level workers in constructing, maintaining, altering, or repairing buildings, facilities and equipment. Incumbents are semiskilled helpers in apprenticeable trades work and may be assigned to a specific shop to perform work in a specific trade. Duties become increasingly responsible and skilled as incumbents acquire on-the-job knowledge and skills.

#### **Typical Work:**

Cleans up, services and operates a variety of hand and power tools such as drill press, punch press, sand blaster, saws, sanders, drills, metal cutting equipment, power hammer, tapping machines, air compressors, pumps and grinders;

Assists journey trades workers in performance of maintenance and alterations work assignments; Has knowledge of common materials used by the trade; obtains, prepares and delivers materials to the job site for installation by journey workers;

Assists journey plumbers and pipe fitters in cutting and threading pipe, making up pipe joints, repairing valves, pneumatic controls and refrigeration equipment, and installation of equipment;

Assists journey pipe fitters and refrigeration mechanics in testing and adjusting flow rates, temperatures, air quantities, pressures in ventilation, refrigeration and water systems;

Assists roofing crews, operates tar pot, and handles and places roofing materials;

Cuts, grinds and polishes sheet metal materials; makes minor assemblies of pre-formed sheet metal components including installation of fastener;

Assists journey carpenters on maintenance and alterations projects, including nailing plasterboard, driving stakes, assembling stud walls, maintenance and installation of doors and closers; performs simple fabrication work, such as nailing forms, benches, flats, and installation of fasteners;

Assists journey workers in painting projects as assigned; mixes colors and prepares paint materials for use by journey workers;

Assists journey electricians in pulling wire, hanging fixtures, cutting and threading conduit; replaces incandescent lamps and fluorescent tubes in a wide variety of lighting fixtures;

Sets up and works from a variety of ladders and scaffolding;

Cleans up and maintains shop areas, work sites and storage areas; assists in shop office routines, including material storage and record keeping;

Positions may lead or supervise lower level staff or instruct offenders or residents.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

Positions typically require high school graduation and six months of general work experience in building and equipment maintenance, construction or repair work. Possession of a valid motor vehicle operator's license may be required.

**Class Specification History:**

New class effective January 1, 2006; Trades Helper 1 (replaces 5470 Trades Helper, 70070 Trades Helper).