

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TRADES HELPER

JOB DESCRIPTION

Employees in this job assist skilled trades people with the completion of tasks in such areas as carpentry, electrical, welding, mechanics, plumbing, painting, maintenance, repair, masonry, etc.

There is one classification in this job.

Position Code Title – Trades Helper

Trades Helper E6

This is the experienced level. The employee uses judgment in making decisions where alternatives are determined by established methods, guidelines, and procedures.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assists in the construction, repair, alteration, and maintenance of buildings or equipment such as wooden floors, roofs, stairways, windows, screens, cabinet and wood related construction, carpet and tile installations, lock installation and repair, and door repair using saws, drills, sanders, and other hand and power tools of the carpentry trade.

Assists in the electrical maintenance of distribution systems to include stringing power and light lines; bends and anchors conduit; makes electrical connections and replaces light bulbs, fuses, and simple heating elements for the electrical layouts following electrical specifications.

Assists in the installation, maintenance, and repair of equipment such as steam valves, steam traps, water softeners, unit heaters, water heaters, condensate and circulating pumps, air compressors, or air conditioning systems.

Assists in the installation, maintenance, calibration, or repair of pneumatic control devices to building control systems.

Cleans and prepares surfaces for the application of paint, enamel, varnish or other protective coatings for ceiling, wall-trim, doors, and drywall finishing, using strip machines, power sprayers, rollers, and other necessary tools for paint application.

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Assists in maintaining water and sewer systems by cutting and threading pipe, caulking pipe, replacing washers, and repacking valves.

Assists in the inspection of generator buildings, solar buildings, heat exchange buildings, wellhouses and storage buildings checks tank levels and switch positions in order to maintain equilibrium for return pumps on furnaces, boilers, pumps, and other sewer and heating equipment.

Assists in the construction and repair of concrete floors, walks, and curbs using power hammers, picks, and other hand and power tools to prepare surfaces.

Cleans and oils motors and shaft bearings, generators, and other electrical equipment, changes all air handler filters.

Assists in the mechanical or body repair of motorized vehicles.

Assists in maintenance, repair, and fabrication work requiring the use of metal machining tools and precision measuring devices.

Fills out forms related to the work such as supply requisitions, and assists in maintaining records regarding material, equipment, and supplies for the maintenance trades.

May operate motor vehicles such as trucks, forklifts, and other equipment used to transport material.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of the work performed in the specific trades area.

Some knowledge of common tools and materials used in the building and maintenance trades.

Some knowledge of the occupational hazards and safety rules and regulations applicable to the trade.

Skill in the use of the tools associated with the trade area.

Ability to use tools and equipment and carry out trade assignments.

Ability to learn to operate and maintain mechanical equipment, including light and heavy motor equipment.

Ability to assist skilled trades people by performing semi-skilled activities.

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Working Conditions

None.

Physical Requirements

The employee may be required to lift heavy objects.

Education

No specific type or amount is required.

Experience

One year of experience as a laborer assisting in the construction, electrical, or mechanical trades.

Special Requirements, Licenses, and Certifications

Some positions within this class series are assigned job duties that may require possession of the commercial driver's license issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
TRADESHLP

Job Code Description
Trades Helper

Position Title
Trades Helper

Position Code
TRADEHLP

Pay Schedule
A31-003

ECP Group 1
Revised 6/1/06
TeamLeaders