



NEW: 07/17/2019 Submitted: 07/16/2019

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| JOB TITLE: | HELPER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 5 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8422 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Assists Journeyman in area assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists Journeyman to whom assigned

Furnishes Journeyman with tools, materials, and supplies

Cleans the work area, machines, and equipment

Performs other routine duties

Makes withdrawals when obtaining supplies and materials from stock

Assumes responsibility for personal safety and the safety of others regarding your assigned job

Assumes responsibility for care and operation of tools and equipment

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Ability to work in all environments including dust, tunnels, and high places

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Vocational training

Prior experience as helper for maintenance or renovation work

Experience in a diverse workplace