



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

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