



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	HELPER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
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