

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Trades Helper

JOB CODE: 6016

Temp: 6065

DEPARTMENT: Facilities Operations, Maintenance **SCHEDULE:** HO, H1 **DATE:** 10/16/06

BASIC OBJECTIVES

The Trades Helper performs semi-skilled and manual work in the performance of a variety of general installation, maintenance and repair tasks in one or more trade areas. The work performed by the Trades Helper is below the skill level of that required of a trained apprentice in the trades, nor does it cover as wide a variety of installation, maintenance and repair work. Instructions are usually very specific as to the nature of the work to be done. Work is subject to inspection in process and upon completion by the craftsmen, foreperson, or other supervisory personnel.

JOB TASKS/RESPONSIBILITIES

1. Performs tasks using the standard tools, materials, codes, methods and safe practices of the trade to which assigned.
2. May operate power driven and manually operated equipment and tools.
3. Performs a variety of semi-skilled installation, maintenance and repair tasks as a helper in at least one of the major trades.
4. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
5. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This is very heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, hearing and visual acuity. The worker is subject to hazards, noise, oils and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATIONS

1. Written evidence of graduation from high school or equivalent. (Effective February 24, 2003, newly hired personnel must possess written evidence of graduation from high school or equivalent. Trades Helper personnel employed prior to February 24, 2003 will not be required to obtain referenced requirement).
2. Acceptable written evidence of some experience within a major trade specialty as well as experience with and knowledge of a variety of tools.
3. Ability to communicate effectively in oral and written form.
4. Possession of a valid Florida Class E driver's license.
5. Satisfactory completion of a physical examination prior to hire date.

Prior revision date (s): 09/20/94, 05/28/99, 12/11/00, 02/24/03, 08/22/06