

NEW CASTLE COUNTY GOVERNMENT

Number 0802

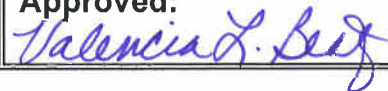
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Date 01/03/12

CLASS SPECIFICATION

Title: TRADES HELPER

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled work at a junior level in assisting a journey-level tradesperson; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting skilled tradespeople in maintenance, repair and construction work. The employee works under the guidance of a journey-level tradesperson who assigns the work to be done. As experience and training are gained, more responsible assignments are given, some of which are performed independently. Once fully trained, an employee in this class is expected to be capable of performing journeyperson level work in a skilled trade such as Carpenter, Plumber, Electrician, Welder, Pump Station Mechanic, Painter, Mason, or Television/Grouter Equipment Operator.

EXAMPLES OF WORK: (Illustrative only)

- Assists Carpenters in the installation and repair of roofs, walls and doors, cabinets, shelving, window air-conditioners, bulletin boards, wall and floor coverings, glazing, and repair of hardware items;
- Assists Plumbers in cutting, threading, and installing pipe; installation and repair of fixtures and plumbing systems such as water supply and heating lines; and installation and service of pumps and motors;
- Assists Electricians in installation of new electrical wiring and related items, repair of electrical motors, and repair of electric circuits and devices;
- Assists Electricians and Electronic Technicians in troubleshooting, programming and repairing electronic controls, PLC's and instruments;
- Assists Pump Station Mechanics in the assembly and disassembly of centrifugal pumps, greasing and cleaning pumps, and changing and cutting of gaskets;
- Assists Welders in fabrication work and installation of fabricated objects, torch cutting of various materials, and operating acetylene and electric welding equipment;
- Assists Masons in laying bricks, blocks, stone with mortar, finishing concrete surfaces, building catch basins, plastering, and repair work;
- Assists Painters in painting interior and exterior of buildings and in other painting tasks;
- Assists Television/Grouter Equipment Operators in the operation of the television camera and grouter to inspect and repair sewer lines, and in the setting up and maintenance of equipment;

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- May independently perform some tasks within skill capability such as conducting operation check in pump stations and reporting data and deficiencies found, replacing broken window panes, removing and replacing meter data storage discs, spot painting, and repointing masonry joints;
- Performs the duties of a Maintenance and Construction Worker when not performing the above duties;
- May attend training classes in specific occupational skill;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the types and use of common tools, special tools, related instruments, and power tools used in construction and maintenance work, particularly with respect to the trade to which assigned; ability to carry out written and oral directions; ability to learn the principles, practices, methods, operation of tools and equipment used by skilled trades people; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least one (1) year experience in maintenance and repair work and completion of a high school diploma or GED; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Ability to pass a Class II County physical examination and background check.

HISTORY OF REVISIONS

Established: Circa 1974
Revised: 03/19/90
Revised: 08/13/90
Revised: 01/24/95
Revised: 11/01/98
Revised: 07/02/02
Revised: 04/29/08
Revised: 01/03/12