

Code: 0910

Title: TRADES MAINTENANCE HELPER

SUMMARY: Performs helper or apprentice levels of work maintaining and repairing facilities, grounds, equipment or their parts in direct support of a process, system, facility or grounds. The work seldom requires special training or certification (other than vehicle operator). The work requires manual labor and the use of hand and powered tools, equipment or vehicles and frequently involves repetitive individual tasks in a variety of work settings.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists Trades Maintenance classified employees and others in performance of their duties;
Performs operator-level inspections, servicing and maintenance of assigned tools, equipment and vehicles;
Performs non-skilled replacement, repair or adjustment of facility or system components;
Prepares and cleans areas or equipment undergoing repair, painting, maintenance, construction or other related activity;
Cuts, trims, seeds, fertilizes and, under supervision, applies herbicides/pesticides to turf grasses, soils, trees and ornamental shrubs;
Maintains security and accountability for all tools, equipment and materials required in performance of duties, particularly in a medical, detention or correctional setting;
Maintains and uses safety and personal protective equipment;
Performs housekeeping services to maintain safe, clean and orderly conditions in the workplace.

KNOWLEDGE AND SKILLS:

Knowledge of:

- operation and maintenance of basic hand and powered tools, equipment and materials encountered in area of specialization of assigned work area;
- typical hazards of the assigned work-areas or encountered in the area of specialization, and safety procedures and equipment required.

Skill in:

- performing helper-level duties in the area of assignment;
- following written and oral instructions;
- communicating effectively;
- operating and performing operator-level maintenance of powered equipment in the assigned area.

MINIMUM QUALIFICATIONS:

Six months of experience performing helper-level duties in the specific skill, craft, vocation, trade or operational area of employment.
(Relevant training or education may be substituted for the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Some positions must obtain and maintain certain certifications by the National Institute for Automotive Service Excellence (ASE). Failure to obtain and maintain the required licenses and certifications shall be grounds for termination.

Physical/Sensory Requirements: Some positions may require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat, humidity, dust, cold; wear required safety clothing/equipment; work with or in the presence of

obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions may carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

5/14/95
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