Job Title: Trades Helper

BCAT Code: 091X31  Effective Date: April 1, 2007
Pay Grade: G08    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs entry level duties assisting skilled trades workers in maintenance and renovation tasks, such as electrical, plumbing, HVAC, carpentry, and other trades work.

Examples of Duties
- Performs various routine repair and maintenance tasks as assigned.
- Assists and participates in sanding sheetrock.
- Pulls electric cable.
- Assists in transporting raw material, semi-finished products, and supplies.
- Assists in checking and testing meters, relays, heating and air-conditioning equipment.
- Moves supplies and equipment to the appropriate work area.
- Cleans work areas, tools, and equipment.
- Changes light bulbs and performs other related work as assigned.
- Transports tools and equipment to and from the storage and working areas.
- Operates simple power tools, such as belt sanders, and electric drills.
- Operates vehicles to pick up and deliver supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the tools, methods, and practices of building trades.
- Knowledge of occupational hazards of building trades and safety precautions.
- Ability to lift up to 50 lbs.
- Ability to perform heavy lifting and strenuous manual tasks.
- Ability to follow written and oral instructions.

Minimum GSU Hiring Standards
High school diploma or GED and six months experience assisting carpenters, electricians or other skilled trades employees. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.