



## **Job Specification**

**Job Title: Skilled Trades Worker**  
**BCAT Code: 710X BP**  
**Pay Grade: G10**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Performs advanced level duties assisting skilled trades workers in maintenance and renovation tasks relating to electrical, plumbing, HVAC, carpentry, and other building trades work.

### **Examples of Duties**

- Performs minor operation, maintenance, installation, and repair of HVAC, heating equipment and plumbing.
- Performs preventive maintenance on equipment and systems assigned to HVAC and heating.
- Transports raw materials and semi finished products or supplies between departments or buildings.
- Performs minor welding repairs, and operates power tools.
- Performs light carpentry work such as building bookshelves, bookcases, etc.
- Mixes and pours concrete for foundations and fixtures.
- Installs, repairs and services motors, pumps and fans.
- Operates heavy machinery such as forklift, tractor, etc.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Some knowledge of tools and equipment used in HVAC and heating .
- Knowledge of basic principles and practices of electrical, plumbing, HVAC, carpentry or other related trades.
- Ability to lift up to 50 lbs. or more.
- Ability to perform strenuous manual tasks.
- Ability to operate hand tools and equipment used in HVAC and heating and plumbing field, such as jacks, meters, wrenches, etc.

### **Minimum GSU Hiring Standards**

Technical or vocational degree in plumbing, HVAC, carpentry, or electrical trade area; or high school diploma or GED and one year experience in the plumbing, HVAC, carpentry, or electrical trade area. Valid Georgia Driver's License.

*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.*