



## **Job Specification**

**Job Title: Trades Helper**  
**BCAT Code: 710X BT**  
**Pay Grade: G08**

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

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### **General Description**

Performs entry-level duties assisting skilled trades workers in maintenance and renovation tasks relating to electrical, plumbing, HVAC, carpentry, and other trades work. Performs routine repair and maintenance tasks as assigned. Tasks vary depending on the trades area employee is assigned to work .

### **Examples of Duties**

- Assists and participates in sanding sheetrock.
- Pulls electric cable.
- Assists with transporting raw material and semi finished products or supplies between departments or buildings.
- Assists in checking and testing meters, relays, and heating and air-conditioning equipment.
- Moves supplies and equipment to the appropriate work area and cleans work areas, tools, and equipment.
- Changes light bulbs/ballasts and performs other related work as assigned.
- Transports tools and equipment to and from storage and working areas.
- Operates simple power tools such as belt sanders and electric drills.
- Operates vehicle in order to pick up and deliver supplies.
- Performs other related duties as assigned.

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

- Some knowledge of the tools, methods, practices of building trades.
- Some knowledge of occupational hazards of building trades and safety precautions.
- Ability to lift up to 50 lbs. or more.
- Ability to perform heavy lifting and strenuous manual tasks.
- Ability to follow written/oral instructions.

### **Minimum GSU Hiring Standards**

High school diploma or GED and six months experience assisting carpenters, electricians or other skilled trades employees. 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.*