

TRADES HELPER

Division: 2 (Maintenance)

Reports to: Maintenance Supervisor

Job Summary

With regular direction by a Tradesperson, the Trades Helper performs a variety of semi-skilled tasks related to building maintenance. He/she works cooperatively with other employees and the public.

Duties and Responsibilities

- Assists Tradesperson with duties specific to a building maintenance trade such as carpentry, painting, electrical and plumbing.
- Reports work completed including time and materials used.
- Cleans shop including emptying shop garbage cans.
- Performs other maintenance related or emergent duties.

Tools and Equipment Used

Hand tools, power tools, air tools, ladder, truck, chain hoist, scaffolding and all necessary tools used in the specific trade.

Required Knowledge, Ability, Skills

- Completion of grade 10 or equivalent.
- A valid B.C. Class 5 driver's license.
- One year of basic experience in building maintenance trades.
- Good health and strength sufficient to perform the required manual tasks.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to work in confined areas and heights.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.

Originated: July 1, 1994
Revised: April 4, 2014
Trades Helper