

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6420
GRADE: S-12

TITLE: MAINTENANCE TRADE HELPER II

DEFINITION:

Under general supervision and on-the-job training conditions, performs a variety of semi-skilled tasks in a specific maintenance trade; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Incumbents of the Maintenance Trade Helper I class must have the required training and experience to be considered for advancement to this class as vacancies occur. Workers in this class are expected to acquire further knowledge and skills which will enable them to advance in the occupation; they must have the interest, aptitude and willingness to perform skilled tasks up to and including those of the full performance level as a means of increasing knowledge of the trade and developing the necessary skills.

ILLUSTRATIVE DUTIES:

As a helper with previous related experience and training, receives further instruction in work processes and techniques from skilled maintenance personnel for the purpose of learning the trade;
Performs work of increasing difficulty and responsibility, as as-signed, to develop and improve skills;
Receives continual supervision initially and less supervision as training goes on;
Work is reviewed for compliance with instructions, quality of work and rate of production;
Performs preparatory and incidental tasks as directed, such as setting up equipment for a job;
Assists skilled workers and keeps them supplied with materials and tools;
Keeps tools and equipment in working order;
Drives a vehicle to or from work locations and to pick up or deliver materials;
Keeps work areas and vehicle orderly and participates in the removal of trash and excess after work is completed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic practices of, and demonstrated aptitude and interest for, the specific trade to which assigned;
Knowledge of the common methods, materials, tools and equipment used; in the trade;
Ability to follow written and oral instructions, diagrams, blueprints and manufacturers' manuals;
Ability to learn assigned tasks readily;
Ability to make arithmetical computations and perform routine clerical tasks;
Ability to maintain good interpersonal relationships.

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EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Completion of the tenth grade; PLUS

Two years of related work experience in the trade at a level comparable to Maintenance Trade Helper I; OR

Completion of a related trade program* at the high school level; PLUS

At least one year of related work experience at a level comparable to Maintenance Trade Helper I.

* A trade program which provides six credits of Industrial Cooperative Training or five credits of Vocational Trade and Industrial Training.

CERTIFICATES AND LICENSES REQUIRED:

Refrigerant Recovery Certification (Level I, II, or Universal) is required for certain positions as identified to the Department of Human Resources.

Possession of a valid Motor Vehicle Driver's License; OR

Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License.

May be required to provide copies of driving record periodically for verification of driving status.

REVISED: March 17, 2004

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July 1977