

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6422
GRADE: S-10

TITLE: MAINTENANCE TRADE HELPER I

DEFINITION:

Under close supervision and on-the-job training conditions, performs a variety of unskilled and semi-skilled tasks in one or more maintenance trades; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class requires only limited knowledge of the specific trade; however, it does require interest, aptitude and willingness to advance to the level of work involved in the Maintenance Trade Helper II class, as vacancies occur.

ILLUSTRATIVE DUTIES:

As a means of acquiring trade knowledge and developing trade skills, participates in the work of skilled maintenance personnel;
Initially performs the simpler and more routine tasks as directed;
Receives training in the use of equipment, materials and tools and in work methods and work practices;
Performs more difficult assignments of a semi-skilled nature as experience and training are gained;
Works in accordance with close supervision and specific instructions on new assignments;
Performs repetitive tasks under general supervision after they are learned;
Work is reviewed in progress and upon completion for compliance with instructions, quality of work and rate of production;
In addition, 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;
Performs routine maintenance on equipment and tools;
Drives a vehicle to and from work locations or to pick up and deliver materials;
Keeps work areas and vehicles orderly, and participates in the removal of trash and excess after work is completed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Preferably some working knowledge of trade methods and practices, or ability to readily learn the use of tools and materials, work methods and work practices and use and operation of related equipment;
Ability to follow written and oral instructions;
Ability to make arithmetical computations and perform routine clerical tasks;
Ability to maintain good interpersonal relationships;
Ability to perform tasks requiring manual dexterity.

EMPLOYMENT STANDARDS:

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

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Completion of the tenth grade; PLUS
One year of general work experience; OR
Prefer some trade-related experience and/or training*.

*Three credits of Industrial Cooperative Training or two credits of Vocational Trade and Industrial Training at the high school level may be substituted for the preferred training.

CERTIFICATES AND LICENSES REQUIRED:

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: May 21, 1992
July 1977