



City of Phoenix

TRADES HELPER

JOB CODE 70060

Effective Date: 10/99

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform skilled and semi-skilled work in the maintenance, repair, alteration, and remodeling of buildings, offices, houses, and other City facilities. Work is performed independently, in crews, or by assisting a journey-level classification, such as Building Maintenance Worker. Assignments involve numerous trade areas, such as carpentry, plumbing, roofing, painting, and concrete/masonry, although some positions may specialize in one area. The work of a Trades Helper is limited in the breadth and/or depth of trade skills applied, relative to journey classifications. This work includes the less complex, more routine, and lower skill range tasks of what would otherwise be assigned to a journey level worker. The jobs are fairly predictable in terms of required materials, tools, and work methods. In instances where the work is consistently at a highly skilled level, incumbents are working in an assistance or "helper" capacity. In cases where work is performed independently, there are reasonable means within a department, division, or work group to provide technical assistance to the incumbents in case unforeseen problems arise, including the ability to escalate work orders to journey classes if needed. Work is inspected while in progress or upon completion.

ESSENTIAL FUNCTIONS:

- Prepares surfaces for painting, mixes and matches paints, and applies paints using a spray gun, roller, or brush.
- Operates specialized equipment for graffiti removal.
- Repairs and replaces plumbing fixtures and performs finish work, such as replacing tile, replacing or repairing drywall, painting, and applying caulking.
- Clears clogged water and sewer lines using snakes or other plumbing equipment or hand tools.
- Monitors, documents, and makes minor adjustments of chemical balance of City swimming pools.
- Installs, repairs, and replaces swimming pool deck equipment and hardware, such as water slides, diving boards, pool ladders, and umbrellas.
- Performs carpentry work in offices and occupied and vacant residences, including doors and woodwork repairs, using hand and power tools.
- Lays out and sets forms for pouring concrete, mixes concrete, pours concrete into forms, and assists in finishing concrete.



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- Performs on site or shop repair of doors, cabinets, and other household wooden items using power tools.
- Repairs holes in walls and ceilings, and finishes to correct surface textures.
- Operates pickup trucks, bucket trucks, front end loaders, riding mowers, service trucks, and other motorized transportation and work equipment.
- Repairs or installs evaporative coolers and connects to water and electrical sources.
- Repairs roofs using shingles and cold patch material.
- Installs, maintains, and repairs a variety of floor coverings, such as carpet, tile, and wood coverings;
- Lays building materials, such as brick, tile, block, glass, and gypsum.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Ability to:

- Operate a mobile radio in accordance with City policy and F.C.C. rules and regulations.
- Moves heavy objects (50 pounds or more) long distances (more than 20 feet).
- Work in a variety of weather conditions with exposure to the elements.
- Understand and follow oral and written instructions in the English language.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Climb ladders or steps to reach objects.
- Work at heights greater than ten feet.
- Measure distance using a tape measure or other measuring device.
- Lift arms above shoulder level.
- Clean work area using a broom, mop or other appropriate tool.
- Work with cleaning fluids, chemicals, pesticides, insecticides, paint, cleaning agents or similar solutions using only normal protective equipment.
- Use tools such as shovels, picks, brooms, and rakes.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess



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a valid driver's license and have an acceptable driving record. .In addition, individuals may be required to pass an Arizona Department of Transportation physical exam and possess the appropriate commercial driver's license (CDL). Pre-employment drug testing is required for CDL positions. Employees in CDL positions will be subject to unannounced alcohol and drug testing as a condition of continued employment. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience assisting a skilled trades person or performing manual work which involved the use of an acquired skill. Other combinations of experience and education that meet the minimum requirements may be substituted.