WESTERN MICHIGAN UNIVERSITY

TITLE: Skilled Trades Helper

GRADE: STH

FUNCTIONS:

All functions for this position are acted upon with proper training or direction of an ST1/ST2 journey person and/or management to maintain safety and assure compliance with guidelines. The incumbent provides first line customer response with particular communication and customer satisfaction skills required as main focus of this position.

This position provides semi-skilled labor, receiving technical instruction from and/or assisting a journey person, and works with tools to repair, replace and maintain - at a semi-skilled level - building structures, components and fixtures. The incumbent repairs, replaces, and maintains at a semi-skilled level, structural, electrical, mechanical and plumbing components in accordance with safety policies and building codes. This position replaces damaged or deteriorated ceiling tiles, and repairs counters, benches, partitions and other structures. The incumbent replaces bathroom and locker room towel bars and soap dishes, and replaces pencil sharpeners in classrooms and administrative offices. This position inspects and tighten hinges, door knobs, other door and window hardware, drapery rods, cover plates, cabinet doors and other fixtures. The incumbent replaces damaged or missing switch and receptacle covers. This position opens clogged drains using plungers and other non-powered plumber's tools, replaces screens in drains and tightens faucet handles. The incumbent inspects and adds salts to softener tanks. This position may inspect HVAC systems, in order to determine whether or not systems are operating, replace filters and service units at a semi-skilled level. The incumbent replaces light bulbs in interior and exterior fixtures. The incumbent performs audit/preventive maintenance inspections.

This position assists journey level trades persons in installing, maintaining and repairing structural, mechanical and other building components. The incumbent assists carpenters in hanging sheetrock, installing cabinets, and erecting metal stud partitions; removes damaged and deteriorated wall finishes and floor coverings and prepares, and/or patches sections of, wall and floor surfaces; and assists millwrights, refrigeration repair persons, environmental control persons and other trades in the installation and/or removal of heavy equipment. The incumbent assists in assembling and dismantles scaffolding and transports materials to work sites.

This position performs touch up painting in order to maintain the consistent appearance of single walls or wall sections. The incumbent prepares interior and exterior wall surfaces and applies proper products for touch up painting as selected and/or prepared by an ST1 Painter. The incumbent may apply prepared paints or other finishing products from stock designated for use on specific walls in assigned buildings for the purpose of cosmetic touch up painting. This position maintains tile, resilient and other floor coverings, patching or replacing damaged or deteriorated sections of
existing floor coverings. The incumbent applies cove base and replaces individual tiles and small sections of other resilient finishings.

An incumbent assigned to the recreation and athletics maintenance area maintains pool, ice and other arena, gymnasium, spectator and common public area fixtures, furnishings and structures. This position removes, dismantles, adjusts, reassembles, repairs and reinstalls athletic fixtures, including rink boards, team and penalty box doors, and gates; diving boards and platforms; and fixed and movable backboards. This position utilizes manual hydraulic jacks to move portable bleacher sections weighing in excess of 2,000 lbs. each distances of 400'-500' as often as 12 times per day to accommodate events in the field house. The incumbent uses pool cleaning tools to removes dirt and debris from pools. This position inspects benches, bleachers and other seating to ensure that seat backs are properly fastened to seats and that seats are properly anchored to concrete floors. The incumbent tightens screws and replaces missing hardware; and patches concrete in areas around seats and benches.

This position uses cordless portable power tools and manual tools, with technical instruction from a journey person, including screw drivers, wrenches, ratchets and drills; hammers, chisels and other hand tools to attach, secure, connect, assemble, remove and/or dismantle components of structures and fixtures; to remove existing hard wall finishes and floor coverings; to tighten plumbing fixtures, door and window hardware, and other fixtures and hardware; and to install new cover plates. The incumbent uses other hand and cordless power tools such as 3/8" or small drill/driver motors. This position operates mechanical lift devices, other than those which are mounted on truck chassis, as necessary to access interior lighting systems and other fixtures and structures at heights up to 40' above floor/ground level for the purposes of relamping and touch up painting. The incumbent uses ladders to access exterior light fixtures.

This position maintains the work area, all tools, all equipment, all supplies and any assigned vehicle(s) in a neat, clean and orderly condition and performs all work in accordance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times. Other protective gear must be worn when appropriate. The incumbent must wear no loose-fitting clothing which might become entangled in equipment or machinery, posing a hazard to incumbent's safety. This position performs additional duties as requested by supervisory personnel, including operating a motor vehicle to transport materials to work sites for other trades persons.

**QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations regarding the performance of job duties, and must have sufficient writing and mathematical skills to prepare semi-skilled estimates and supply requisitions. The incumbent must be able to interpret written specifications and operating instructions. Possession of a valid Michigan driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites.

In order to perform the essential functions of the job, the incumbent must be able to lift and place
dry wall sheets weighing 50-60 lbs. at heights up to 14 ft. two to three (2-3) times per day. The incumbent must be able to transport a tool box weighing 50 lbs. a distance of 200 yards at least twelve (12) times per day in order to access work sites, and must be able to raise bags of water softener salts weighing 40 lbs. each to a height of 60" to add salts to tanks. The incumbent must be able to raise construction materials and components weighing 20 lbs. to a height of four feet (48") at least 100 times per day. The incumbent must be able to apply 15-20 foot pounds of torque to wrenches and screwdrivers to tighten nuts, bolts, screws and other fastening devices. The incumbent must be able to move bleacher sections distances up to 500' with the assistance of other crew members as often as 12 times per day. The incumbent may be required to work on ladders or scaffolding up to four (4) hours per day in order to maintain and repair walls, doors, windows, cabinets and other structural features more than four feet (48") above ground or floor level. The incumbent may be required to work at heights up to 50 feet above the ground for two (2) hours per day, using a mechanical lift device in order to repair or maintain exterior structural features.

The incumbent must be able to raise, manipulate and maneuver tools, materials, hardware and equipment. The incumbent must be able to roll doors and hang sheetrock per technical direction of journey person. The incumbent must be able to use screwdrivers, wrenches, drills, hammers, planes, sanders and other hand tools and devices for two hours at a time for the entire length of shift. The incumbent must have the ability to finely control tools. Replacing ceiling tiles requires the incumbent to work above head level up to two (2) hours per day.

In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must possess sufficient visual acuity with or without corrective lenses to properly place and align sheetrock and other wall coverings; door frames and doors; window frames; metal partitions; screws, nuts, bolts, and other fastening devices; and other structural components.

The incumbent must be able to tolerate exposure to extreme temperatures ranging from -25 F to 130 F, depending on seasonal weather conditions and location of interior/exterior work assignments. The incumbent must be able to tolerate exposure to paints, base coats and primers; wall and floor adhesives; 13.8KVA electrical power sources; dirt, dust, pollen and other airborne debris. The incumbent must be able to tolerate with some type of hearing protection, exposure to noise ranging up to 70 decibels. An incumbent assigned to the recreation and athletics maintenance area must be able to tolerate exposure to chlorine, other water treatment chemicals and lime scale removers.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job with or without accommodation.