

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 the 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 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, including ceiling tiles that need cutting. 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. The incumbent fixes chairs, installs door stops, removes computer keyboard trays, and assists with disassembling furniture. This position inspects, tightens, and replaces drapery rods, replace existing blinds when no tools are required, cover plates, cabinet doors, fixtures and assists in replacing hinges, doorknobs, and other door and window hardware. The incumbent replaces damaged or missing switch and receptacle covers. This position will reset electrical breakers only in student living spaces when electricians are not scheduled to be on-duty and will abide by the Electric Breaker Reset procedure. This position will change batteries in thermostats and smoke detectors. The incumbent replaces light bulbs in interior and exterior fixtures. This position will change the time on clocks when necessary.

This position opens clogged drains using plungers and other non-powered plumber tools, replaces screens in drains, and tightens faucet handles. The incumbent will change toilet seats, change showerheads, clean aerators, assist with flushing water in buildings, and clean out ice machines. This position replaces water filters in refrigerators and sinks. The incumbent inspects and adds salt to softener tanks. This position flushes and changes filters on Eyewash and shower stations.

This position inspects furnace and AC systems in apartments as well as HVAC systems, and air compressors, in order to determine whether or not systems are operating, and assists Maintenance Mechanics with replacing filters and servicing units at a semi-skilled level. This position will vacuum intake screens, perimeter heat fins, and coils. The incumbent performs audit/preventative maintenance and building inspections. The incumbent uses pool cleaning tools to clean and remove dirt and debris from pools and water features.

This position assists journey-level tradespersons 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, removing damaged and deteriorated wall finishes, and floor covering and preparing and /or patching sections of wall and floor surfaces. This position assists with hanging pictures, signs, and other items on walls as directed. This position maintains tile, resilient and other floor coverings, patching or replacing damaged or deteriorated sections of floor coverings. The incumbent applies cove base and replaces individual tiles and small sections of other resilient finishings. The incumbent removes or installs caulking as directed.

This position assists Millwrights, Refrigeration Repairpersons, Environmental Controls persons, and other trades in the installation and/or removal of heavy equipment. The incumbent assists in the assembling and dismantling of scaffolding and transports materials to and from work sites for other trades. This position acts as a parts runner for other trades and will pick up parts at University Stores or other off campus vendors as needed. This position assists other Skilled Trades positions with Confined Space monitoring as needed.

This position performs touch-up painting to maintain the consistent appearance of single walls or wall sections. The incumbent prepares interior and exterior wall surfaces and applies proper products such as primer 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 cosmetic touch-up painting. In addition, this position assists Painters with painting rails, posts, and other outside features as directed. May assist Painter/Glazier with window installation. Assists Painters with graffiti removal, using High Pressure power washing equipment. Assists Carpet/Tile Layers with floor leveling compounds when necessary.

The incumbent 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, gates, diving boards, and platforms, and fixed and moveable backboards. This position utilizes manual hydraulic jacks to move portable bleacher sections weighing more than 2,000 lbs each distances of 400'– 500' as often as 12 times per day to accommodate events in the fieldhouse and other venues. This position inspects benches, bleachers, and other seating to ensure that seatbacks are correctly fastened to seats and that seats are properly anchored to concrete floors. The incumbent tightens screws, replaces missing hardware, and patches concrete around seats and benches.

This position uses cordless portable power tools and manual tools, with technical instruction from a journeyperson, including screwdrivers, 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 smaller drill/driver motors. This position assists skilled trades with cleaning worksites. This position operates mechanical lift devices other than those mounted on truck chassis as necessary to access interior lighting system and other fixtures and structures at

heights up to 40' above floor/ground level for relamping and touch up painting. The incumbent uses ladders to access exterior and interior light fixtures.

This position maintains the work area, all tools, equipment, supplies, and any assigned vehicle(s) in a neat, clean, and orderly condition. The incumbent performs all work in accordance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times and must wear a hard hat, gloves and safety glasses as required by MIOSHA rules. 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 the 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 tradespersons.

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, including building floor plans and work orders. Must have the ability to familiarize themselves with electronic communication devices for work orders and other communication. Possessions of a valid Michigan driver's license is required for the operation of any assigned vehicle 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 drywall sheets weighing 50-60 lbs. at heights up to 14 feet two to three (2-3) times per day. The incumbent must be able to transport a toolbox 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 material 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 the 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 mechanical lift device in order to repair or maintain 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 sheeting per the technical direction of the journeyperson. 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 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 -25F to 130F, depending on seasonal weather conditions and the location of interior/exterior work assignments. The incumbent must be able to tolerate exposure to paints, base coats, and primers, wall and floor adhesives, 480 volts electrical power sources, dirt, dust, pollen, and other airborne debris. The incumbent must tolerate some type of hearing protection exposure to noise ranging up to 70 decibels. An incumbent must be able to tolerate exposure to chlorine, water treatment chemicals, limescale removers and other chemicals.

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