

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Skilled Trades Helper (Grounds, General)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Assist journey level grounds workers by performing semi-skilled and routine construction, maintenance, and repair of district buildings and grounds.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist and facilitate the work of journey level cement masons, asphalt machine operators, fence erectors, and heavy equipment operators by performing maintenance and upkeep of district buildings and grounds. **E**

Use power and hand tools. **E**

Thread pipe, chip out cement and asphalt, perform minor patching. **E**

Transport tools and materials. **E**

Assist in building retaining walls, patios, lunch courts, sanitation areas, playgrounds, fences, parking lots, and walkways. **E**

Sealcoat, grade, and pave asphalt. **E**

Drive a truck. **E**

Set up and clear up work areas. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of recent experience in general construction, maintenance, and repair work, or as a helper to a journey level skilled trades worker.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Incumbents in this job class may be required to obtain a Class A driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Maintenance and repair work, including concrete and asphalt construction, work methods and materials used.

Reading and writing English communication skills.

ABILITY TO:

Use materials, tools, and methods common to the trades.

Grade land, pour concrete, and lay asphalt.

Cut, thread, and fit pipe.

Meet schedules and time lines.

Communicate effectively and maintain cooperative relationships.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting, working with and around machinery.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting heavy objects.

Note: Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

Job Code 8300

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