

Job Class Profile: Trades Helper**Pay Level: CG-17 Point Band: 264-277**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	1	5	2	1	1	2	1	5	
Points	47	17	32	10	30	22	41	21	54	274

JOB SUMMARY

The Trades Helper performs a variety of tasks in support of tradespersons in the construction, alteration, repair and maintenance of facilities.

Key and Periodic Activities

- Assists painters and performs duties such as preparing rooms for painting, moving furniture, performing minor plastering, caulking and painting.
- Assists carpenters in performing various jobs, erects scaffolding, installs white boards/smart boards.
- Assists with mould and asbestos abatement, when required.
- Assembles furniture.
- Delivers items, as required.
- Performs various tasks assisting tradespersons.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of safe work procedures (fall protection, ladder and scaffold safety).
- Knowledge of painting methods, techniques and procedures.
- Training in Mould and Asbestos Abatement.

Formal Education and/or Certification(s):

- Minimum: High School Education.

Years of Experience:

- Minimum: Some trade work experience.

Competencies:

- Ability to operate power tools.
- Ability to erect scaffolding and ladders.
- Ability to follow basic instructions and work processes.

Interpersonal Skills

- Interpersonal/communication skills used include listening to information from other people and

asking questions to get information to determine work requirements.

- Most significant contacts are with the foreman and supervisor/manager regarding job progress or the requirement for materials and with the school principal or teachers related to work requirements.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects between 10 to 25 lbs., is required constantly, and lifting or moving objects over 50 lbs., is performed regularly. Examples include moving all furniture in a classroom or unloading supplies for schools or for carpentry work.
- Work requires constant standing, walking, climbing, and working in awkward or cramped positions or body movement.
- Manual or physical activities include constantly using hand tools that require accurate control and steadiness, using gross motor skills, using machinery or equipment that requires very controlled movement and maintaining physical balance.

Concentration

- **Visual** concentration or alertness is required on a constant basis when painting and operating power tools.
- **Alertness and concentration for the health and safety of others** is required when working on a scaffold or ladder where there are other people working on the floor in the same area.
- **Time pressures, deadlines, interruptions and lack of control over work pace** are experienced occasionally when work tasks must be completed before a school opens.
- **Exact results and precision** are required when performing tasks such as cutting materials.

Complexity

- Work involves assisting a tradesperson in the performance of a variety of tasks and performing a series of tasks and activities that are quite different but allow the use of similar skills and knowledge.
- Problems, challenges and issues can be addressed with the foreman.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed in a highly structured environment and approval is required for all deviations from assigned work.

Impact

- Work results can have a positive impact within the immediate work area when the facilities are maintained properly.
- Mistakes or errors can have an impact on health and safety if a scaffold or ladder is not set up properly. Work performed is closely controlled, therefore, mitigating the impact of errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides common advice/guidance to others.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as safety boots, vest and hard hat. Fall arrest equipment is required when working on ladders or scaffolds and breathing apparatus and suits are required when working with asbestos or mould.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses resulting from hazards in the job is moderate and fractures, partial or total disability would be limited.
- Constantly exposed to fumes from paint when performing this activity. Regular exposure to dangerous heights when working on scaffolds and ladders and occasional exposure to vibration when working with power tools.