

<b>Job Class Code: 4260</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Hourly</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to perform semi-skilled work in assisting in the repair and maintenance of City buildings and equipment. Work is performed under the immediate supervision of a skilled worker.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>Assists a skilled worker in making repairs and installations which may include electrical, carpentry, plumbing, welding, painting, mechanical, and/or auto-mechanical systems as appropriate for assigned work area.</li> <li>Passes tools and materials, performs preparatory and clean-up work, and performs trade tasks under supervision as directed.</li> <li>Uses standard tools and equipment of the trades.</li> <li>Operates trucks to and from jobs and in running errands for skilled workers.</li> <li>Cleans and cares for tools and equipment.</li> <li>Independently performs the more routine tasks in making repairs in accordance with instructions such as repairing furniture and/or fixtures, replacing fixtures or parts, lubricating equipment, repairing and stocking spare tires, and/or changing oil in vehicles.</li> <li>Performs general labor and custodial tasks which may include cutting grass, cleaning buildings, and/or cleaning and restocking work area.</li> <li>Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Follows instructions and orders of supervisor.
<b>Reasoning Requirements</b>	Performs semi-routine work solving occasional problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires completion of 10 <sup>th</sup> grade in high school. High school diploma, GED or specialized vocational training is preferred.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires one month of vocational training or a minimum of three months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special certifications may be required based on department and assignment.

City of Chesapeake

Class Title: Tradeshelper

**Special Requirements**

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

*Revised 12/18/2018*

City of Chesapeake

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**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*