

Maintenance and Construction Helper
(Class Code 3115)

Competency List

Math/Visual Spatial Skills

1. Knowledge of simple arithmetic such as addition, subtraction, multiplication and division of whole and fractions of numbers.
2. Ability to calculate square feet and cubic yards for construction jobs.
3. Ability to accurately locate, measure and mark drilling and cutting locations on various materials and surfaces within a 16th of an inch using rulers and tape measures.
4. Ability to read and interpret a carpenter's level.

Oral/Written/Non Verbal Communication

5. Ability to communicate orally on a one-to-one basis for the purpose of receiving assignments or answering questions.
6. Ability to write short legible notes or memos describing a situation (e.g. defective equipment) or recording data (e.g. amount of material used).
7. Ability to read simple safety signs, work orders, and instruction labels on equipment and materials.
8. Ability to interpret grade-stake symbols in order to determine how much material or earth to fill in.
9. Knowledge of common hand signals used when hoisting loads with cranes.
10. Ability to deal tactfully with supervisors, coworkers and the public.

Safety

11. Knowledge of safety practices and procedures necessary in handling potentially dangerous substances such as lead, asbestos, acids, paint removers and industrial cleaners.
12. Knowledge of appropriate safety practices and procedures to use with various types of construction equipment and tools.

13. Knowledge of the proper use of protective equipment and clothing and when to use them.
14. Knowledge of CAL-OSHA safety rules and regulations as they relate to the use of ladders, ropes and slings.
15. Knowledge of proper procedures for placing shoring, timbering, and jacks in order to prevent cave-ins in excavation sites.
16. Ability to safely use and operate basic hand and power tools.
17. Knowledge of leverage and lifting techniques and methods of moving heavy objects in a safe and efficient manner.

Physical Requirements

18. Ability to perform physically demanding labor (e.g. hand digging, shoring etc.) for extended periods of time (e.g. continuously for more than 30 min).
19. Ability to independently operate equipment (e.g. 90 lb pavement breakers) and lift heavy materials (e.g. 90 lb cement sacks) without assistance.

Work Environment

20. Ability to work in close or confined spaces such as underground vaults, tunnels or tanks.
21. Ability to work under adverse weather conditions, i.e. in heat, cold, rain etc.

Use of Equipment & Tools

22. Ability to use a variety of hand, power, pneumatic and power actuated tools and equipment used for construction, water systems, and painting purposes.

Equipment & Tool Knowledge

23. Knowledge of the various types of lifting devices and proper places to attach chains, slings, cables etc. for lifting, rigging and towing purposes.
24. Knowledge of proper operating characteristics and minor maintenance requirements of various types of small power equipment sufficient to know when it is not operating properly or safely.

25. Knowledge of common mixtures of material in order to mix concrete, grout, or mortar.

Misc.

26. Knowledge of motor vehicle code related to driving passenger cars and light trucks.
27. Ability to safely drive passenger vehicles and light trucks.
28. Ability to work effectively as a team member with fellow workers.
29. Ability to learn new procedures or methods sufficient to carry out tasks as directed.