

Maintenance and Construction Helper
(Class Code 3115)

Task List

Construction

1. Saws and/or breaks pavement, concrete slabs, footings, and walls using hand operated pavement breakers, concrete saws, jackhammers, chipping guns, and sledgehammers in order to complete various construction jobs.
2. Assists in the excavations for and construction of underground tunnels and conduits, sidewalks, curbs, streets, ditches, trenches, and grading abutments, by digging, backfilling and tamping earth using shovels, picks and pneumatic equipment such as air tampers, clay spades, jackhammers and pavement breakers.
3. Assists with the installation of shoring boxes, cribbing, timbering, shoring, piling and forms in excavations for construction purposes and to prevent cave-ins.
4. Assists in Class A type construction work on buildings, water tanks, pipelines, concrete pads, foundations and piers by operating and/or using tools such as concrete mixers, fork lifts, bob cats, skip loaders, dump trucks, air compressors, pneumatic and power tools, soil compaction and saw cutting equipment.

Lifting and Equipment Operation

5. Obtains equipment, tools, and material needed for the job such as cement, asphalt, sand, pipes and other various tools and manually loads it on trucks.
6. Assists in setting up and dismantling rigging devices such as slings, ropes, straps, and chains used to move equipment, materials and supplies in the shop or field.
7. Assists in securing material on trucks by binding with chain binders, ropes and tarps.
8. Manually lifts or lowers materials, tools and equipment to individuals working from ladders, poles, scaffolds, excavations, or on roofs.
9. May drive and operate various 2-axle trucks such as dump, pickup, cement, and tower trucks, and passenger vehicles to and from job sites.

Clean Up/Safety

10. Keeps shop, yard, and job site areas clean by gathering and disposing of trash and debris, and storing materials properly for ease of material handling and maintenance of a safe workspace.
11. Places barricades and traffic cones and acts as a flagman to channel traffic safely around job sites for the purpose of protecting workers, equipment and construction projects and removes the barricades upon completion of the job.