

# Skilled Trades Assistant

## Position Details

Class Code: 7180

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, learns the practices and procedures of a variety of skilled building and mechanical trades to repair, construct, and maintain Clark County School District (CCSD) facilities and equipment. Depending on assignment, will be guided by a supervisor or a skilled trade employee, but may work independently to complete some tasks.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists tradesperson as assigned in any of the trade areas; learns the practices and procedures of skilled trade(s).
2. Assists in the installation and repair of facilities and equipment.
3. Obtains necessary tools, equipment, and materials for the assigned tradesperson, as needed.
4. Responsible for area cleanup after jobs are completed.
5. Assists tradesperson in more difficult assignments and may work independently on projects.
6. Operates hand/power tools and equipment.
7. Assists in the evaluation, order, and purchase of materials for specific work orders.
8. Operates various pieces of equipment related to assigned trade/craft.

9. Responsible for the safe handling and disposal of hazardous materials.
  10. Assists tradesperson in maintaining appropriate logs and records.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves tasks directly associated with gradually learning skilled trade(s) through on-the-job training and experience.

This position may provide the opportunity to obtain special licenses or certificates in trades/crafts, such as:

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|----------------|---------------------|
| 1. Electrical  | 6. Painting         |
| 2. Plumbing    | 7. Office Equipment |
| 3. Electronics | 8. HVACR            |
| 4. Carpentry   | 9. Roofing          |
| 5. Fabrication | 10. Mason           |

Such certification/licensure is not guaranteed and is the responsibility of the incumbent/employee.

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## **Knowledge, Skills, and Abilities (Position Expectations):**

1. Ability to learn the practices and procedures of skilled trade(s).
2. Ability to operate hand/power tools and equipment.
3. Ability to do arithmetical computations.
4. Ability to learn and apply local, state, federal, and national codes, including Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), American Society of Mechanical Engineers (ASME), National Fire Protection Association (NFPA), Americans with Disabilities Act (ADA), etc.
5. Ability to learn to use computers and software applications.
6. Ability to read and interpret written and verbal instructions.
7. Ability to learn necessary skills in specific trade areas.
8. Ability to meet predetermined deadlines.
9. Ability to distinguish colors.

10. Ability to perform strenuous physical work.
  11. Ability to safely move and relocate heavy objects.
  12. Ability to wear respiratory protection along with other personal protective equipment (PPE) and pass CCSD-administered physical examination.
  13. Ability to work flexible hours or shifts.
  14. Ability to work in confined areas.
  15. Ability to withstand heights and perform work safely.
  16. Ability to work cooperatively with employees and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

**NOTE: Some departments may require selected candidates to pass an extensive background check/investigation.**

### **Preferred Qualifications**

1. One year of general maintenance, carpentry, HVAC, painting, plumbing, or welding experience.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).

2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
  4. Safe driving record.
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## **Examples of Assigned Work Areas**

CCSD facilities – offices and schools (classrooms, science labs, locker rooms, cafeterias, restrooms, gymnasiums, chaseways, etc.), building rooftops, new and renovation construction sites, etc.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-25 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, occasional electrical shock hazards, and fumes from paint and/or chemicals.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicle, ladders, eye and hearing protection equipment, chain hoists, megohm meters, tungsten inert gas (TIG) and metal inert gas (MIG) welders, various saws, slitters, metal polisher/grinder, various drills, tools for punching holes, sheet metal, computers, hand and power tools, jackhammers, shovels, picks, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 06/11/25
- Created: 02/01/87