

# 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 work in the building and mechanical trades to repair, construct and/or maintain Clark County School District facilities and equipment.

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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; learning the practices and procedures of a skilled trade or trades.
2. Assists in the installation and repair of facilities and equipment.
3. Obtains necessary tools, equipment, and material for the assigned tradesperson, as needed.
4. Responsible for area cleanup after job is completed.
5. Assists tradesperson in more difficult assignments and may work independently on projects.
6. Operates hand and 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 trade/craft assigned.
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 a skilled trade or trades through on-the-job training and experience.

This position may provide the opportunity to obtain special licenses or certificates in trades/crafts (such certification/licensure is not guaranteed and is the responsibility of the incumbent employee), 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           |
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## **Knowledge, Skills, and Abilities (Position Expectations):**

1. Ability to learn the practices and procedures of a skilled trade or trades.
2. Ability to operate hand and power tools and equipment.
3. Ability to do arithmetical computations.
4. Ability to learn and apply local, state, federal, and national codes; such as, Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), American Society of Mechanical Engineers (AMBE), 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 oral 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 and other personal protective equipment (PPE) and pass District-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**

None specified.

**NOTE: Individuals may not promote, demote, or move laterally from the hired position unless he or she earns a high school diploma or General Education Development (GED) and uploads the document into his/her online application.**

### **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. Copy of 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.

### **Preferred Qualifications**

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).

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## **Document(s) Required at Time of Application**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  2. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
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## Examples of Assigned Work Areas

Clark County School District facilities – offices and schools (i.e., 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 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, 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, a Video Display Terminal (VDT) 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. Possible exposure to noise levels ranging from moderate to loud and 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

District-issued/personal vehicle, various ladders, eye and hearing protection equipment, chain hoists, megohm meters, tungsten inert gas (TIG) and metal inert gas (MIG) welders, various saws, slitters, tools for grinding and polishing metal, various drills, tools

for punching holes, sheet metal, various 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: 10/06/22
- Created: 02/01/87