

**CLASS SPECIFICATION**

1/13/2021

MAINTENANCE & CONSTRUCTION HELPER, 3115

Summary of Duties: A Maintenance and Construction Helper does a variety of semi-skilled manual tasks in construction, maintenance and repair activities.

Class Characteristics: A Maintenance and Construction Helper does work requiring some skill, without close supervision or detailed instruction, often while acting as a helper to a journey-level craft worker. Although the work of this class is not limited to any specific craft field, it is primarily in connection with various types of construction activities, and this distinguishes it from that of other more specialized helper classes. The ability to use hand and power tools and to operate machinery and equipment in routine work is required. This distinguishes the work from that of a Maintenance Laborer who normally does unskilled work under direct supervision, using tools requiring little training or ability. An employee of this class may act as a leader of a small crew doing unskilled or semiskilled work.

Example of Duties:

- Assists in building, construction, maintenance, and repair operations using various materials, equipment, and hand, pneumatic, and power tools in the performance of semiskilled manual tasks;
- Moves and places materials and equipment;
- Arranges slings on materials for loading and unloading;
- Assists in pipe, pole, pile, and timber handling and trucking;
- Does rock scaling from a boatswain's chair;
- Makes wood, rock, rubble riprap walls and brush mattings;
- Assists in replacing brooms on motor sweepers;
- Salvages logs and timber;
- Helps dump refuse barges;
- Operates motorboats to pick up refuse from harbor waters;
- Places and secures breasting camels to the wharf from a boat;
- Operates cement mixers up to 1/2-yard capacity;
- Tends a portable air compressor;
- Operates portable pumps in dewatering operations;
- Occasionally loads and operates sandblast or gunite machines;
- May occasionally operate a light tractor, skiploader, power sweeper, scrubber, forklift, or light truck as required in other tasks;
- Operates rodding or balling machines to clean sewer lines;

- Uses steam-cleaning machines and other spraying and cleaning machines to prepare equipment for painting, to spray herbicides, or to clean vehicular tunnels and other structures;
- Operates a chain hoist;
- Operates portable water treatment equipment;
- Sorts and grades salvage and recyclable material;
- Cleans and sharpens tools;
- Makes minor repairs and adjustments to power driven equipment;
- Sweeps and cleans warehouses, shops, pedestrian tunnels, and other areas;
- Picks up and delivers materials;
- Stencils simple signs;
- Helps take measurements;
- Assists in erecting and repairing street lights and in rewiring lighting posts at a yard;
- Does painting not requiring journey-level skills;
- Operates concrete saws;
- Assists in laying out and installing traffic signal loop detectors;
- May operate pneumatic epoxy delivery system and various pneumatic tools, including pavement breakers and rock drills;
- Mixes, places and vibrates concrete;
- Heats and pours ozite sealer;
- Heats and sprays asphalt for bonding new to old surfaces;
- Assists in spreading and leveling cold or hot bituminous mix to grade;
- Assists equipment operator in grading operations;
- May work in an apprentice capacity in a building trade;
- Assists in installing and maintaining chain link fences;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Six months as a Utility Pre-Craft Trainee with the Los Angeles Department of Water and Power; or
2. One year of full-time paid experience in construction, craft or landscaping work; or
3. One year of full-time paid experience in construction, craft or landscaping work while in the United States Armed Forces.

License: A valid California driver's license may be required. Some positions may require a Commercial Class A or B driver's license.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; good hearing ability; good eyesight; and good balance and equilibrium.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.