

# TRADES HELPER

## JOB DESCRIPTION

### **GENERAL DEFINITION OF WORK:**

Performs routine semi-skilled work in assisting in the repair, maintenance, and cleaning of the Roanoke Valley Juvenile Detention Center. Does related work as required. Work is performed under the general supervision of the Building Maintenance Supervisor.

### **TYPICAL TASKS:**

1. Complete floor care. Sweeps, mops, strips, waxes, and uses buffer on the floors.
2. Replace light bulbs as needed.
3. Pick up trash on grounds, rake leaves, clean out drains, etc. on grounds/outside of building.
4. Assist in operating riding mower, push mower, weed eaters in cutting and trimming grass as well as other landscaping functions when needed.
5. Cleans gym floors, classrooms floors, day rooms floors and all other concrete floors.
6. Cleans ceiling vents throughout the building.
7. Do minor repairs in building - unstopping commodes, painting, replacing ceiling tiles, minor equipment repairs, etc.
8. Assist exterminators in spraying of the building.
9. Assist in putting up stock for cooks and housekeeping as needed.
10. Setting room up for meetings, trainings, etc.
11. Run errands as needed.
12. Assist outside contractors when Building Maintenance Supervisor is absent.
13. Assist the Building Maintenance Supervisor as needed.
14. Cleans bathrooms, shower rooms, empties trash, stocks sprinkler rooms, etc. in the absent of the Laundry Worker and or Custodian.
15. Any other task asked to be done by your supervisor(s).

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the methods, materials and equipment used in janitorial work; Some knowledge of the materials, equipment, tools and techniques used in building/grounds maintenance; ability to maintain schedules for the periodic cleaning of all areas of the facility; ability to detect and report maintenance needs; ability to understand and carry out oral and written instructions; ability to develop and maintain effective/professional relationships with subordinates, kitchen, laundry, program staff, administrative staff and outside vendors / contractors; knowledge of standards of cleanliness and good floor care.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to the completion of the eleventh grade with a great deal of experience in floor maintenance and care and some experience with the use of common hand tools, equipment and machinery.

## **PHYSICAL REQUIREMENTS:**

Must have the physical ability to lift at least 50 lbs. Must be able to sit, walk, climb, stoop, kneel, or crawl during their workday.

## **SPECIAL REQUIREMENTS:**

Must maintain a current certification in OSHA and a current Tuberculin skin test (PPD) or chest X-ray. Must have a valid Virginia's Driver's License. Must be able to pass criminal background check.

This is job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification. But it is intended to describe and does not necessarily list the essential job functions for a given position in a classification.