

Job Profile and Description: **Helper**

Revised 04/29/2014



Responsible for performing basic mechanical and/or rigging skills under the guidance and supervision of a journeyman or higher.

Duties and Responsibilities

- Gather materials for workers to handle on job sites.
- Keep job sites clean and tools organized.
- Use basic tools as directed
- Read measuring tape and record measurements as directed
- Assist in the layout of foundation, building lines and anchor bolts.
- Give proper hand and verbal signals for forklifts
- Assist with basic rigging tasks such as attaching slings and shackles
- Unload materials from trucks.
- Coordinate and ensure all tasks are completed on time.
- Follow directions carefully.
- Comply with regulations and safety requirements.
- Do any additional tasks that are asked or needed to be completed.

Skills and Specifications

Willingness to safely complete any tasks that are assigned with a positive attitude.

- Solid understanding of how to properly use basic tools and measurements
- Must be able to operate a forklift properly (once licensed)
- Not distracted by other interactions or work going on around them
- Positive Attitude and demeanor

Physical Requirements

- Must be able to stand and/or be on their feet 10-12 hours / day
- Must be able to lift 50lbs as needed
- Must be able to go up and down on ladder, steps, or other lifts as needed
- Must be able to work in outdoor weather and/or unregulated temperatures for 10-12 hours / day

Education and Qualifications

- High School Diploma or Equivalent

Tool List - Required

Tool Box	Ratchet Set (1/2" Drive w/ Sockets 3/8" thru 7/8"	Box End Wrench Set (3/8" thru 1")	12" Adjustable Wrench
8 1/2" Channel Lock Pliers	#1 Phillips Screw Driver	#2 Phillips Screw Driver	1/4" x 6" Flat Screw Driver
3/16" x 4" Flat Screw Driver	Center Punch 3/8" x 5/8"	25' Tape Measure	Allen Wrench Set 5/64" thru 1/4"
Ball Peen Hammer – 20oz			

Tool List – Preferred (in addition to the required)

Ratchet Sets 3/8" Drive w/ Sockets 1/8" thru 1"	Comb Wrench Set 1/4" thru 1 1/2"	10" Vice Grip Pliers	Phillips Screw Driver #3
Flat Head Screw Driver Set 3/16" thru 1/2"	Tri-Square	Two (2) Torpedo Levels – 9"	3lb Hammer
Set of Cold Chisels (1/3" – 1/2" x 6")	1/4" x 1/2" Alignment Punch	Center Punch 3/8" x 5/8"	Allen Wrench Set 5/64" thru 1/2"
Plumb Bob	Chalk Box	Set of Pry Bars (Flat & Pointed Tips)	12" – 14" Pipe Wrench