



United States
Office of Personnel Management

FWS Job Grading Standard for Trades Helper Jobs

**Workforce Compensation and Performance Service
Classification Programs Division
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COVERAGE OF STANDARD

This standard will be used to grade jobs of employees assisting journey workers, at grade 9 and above, in one or more of the skilled trade occupations by performing the simpler and more routine duties of the trade and working with the journeyman as instructed. Some employees perform these tasks on a continuing basis while others perform them as a means of developing trade skills and gaining knowledge of the trade to move to intermediate and journey worker levels.

Jobs graded by this standard have similar types of duties and tasks even though the work is in different trade occupations. Therefore, this standard does away with the need for separate grade-level definitions of these types of jobs within each trade job grading standard.

Jobs of employees in a formal apprentice program are not graded by this standard. Jobs where employees assist higher grade employees, at grade 8 and lower will be graded by the specific job grading standard for the occupation in which the employees work.

All jobs which require mainly physical abilities and effort involving no knowledge of specific trade practices will be graded by the job grading standard for Laborer, 3502.

TITLES

The adjective title *Helper* is to be added to the journey worker job title of the occupation in which the duties are performed. For example, employees performing duties graded by this standard would have titles such as:

Pipefitter Helper

Sheetmetal Worker Helper

GRADING

All helper jobs in skilled trade occupations will be graded at grade 5.

GENERAL

The helper is required to learn the common and most typical tasks of the trade so that he can assist the journey worker. Occasionally, the helper performs more difficult work under close supervision.

Usually, the helper is assigned to assist a journey worker who works with and instructs the helper in performing duties common to the trade. Detailed instructions are provided on new assignments along with close supervision and detailed review. The simple, routine tasks are performed without much supervision after they are learned.

Those employees who are learning the trade to move to intermediate and journey worker levels of the trade receive more difficult tasks to perform; as training goes on, the work is done with less supervision. Advancement to intermediate or journey worker levels, however, depends upon the assignment and performance of higher level work on a regular basis.

ILLUSTRATIONS

The following are illustrations of duties typically performed in jobs covered by this standard:

Sheetmetal Worker Helper: Assists journey worker in the operation of power machines by holding and feeding metal parts. Assists in assembling and installing parts and units by getting tools and supplies, carrying materials, and lifting and holding materials in place during operations. Operates hand shears, hand roller, handbrakes, saws, and drills to cut roll, fold, saw, and drill sheetmetal as marked or measured by journeyman workers. Files rough metal surfaces or edges to a smooth finish. Cleans work areas and keeps work benches clean and orderly and tools and machines lubricated.

Pipefitter Helper: Assists in the assembly, laying, or hanging of pipe by lifting, carrying, and handing tools, fittings, and equipment to the journey level pipefitter; holding pipe during assembly; and screwing or bolting pipe hangers to walls, ceilings, etc. Cuts and threads pipe using hacksaw, pipecutter, and threading machine, the dies of which have been set by a higher grade pipefitter; bends or shapes pipe by applying pressure after placing pipe in bending block; tightens pipe connections and valves; and cuts or drills previously marked holes in walls. Cleans tools, machines, and equipment and keeps work area clean and orderly.