



Savannah State University Position Description – Trades Helper

POSITION DESCRIPTION

Position Title: Trades Helper FLSA Status: Nonexempt
Reports to: Mechanical Superintendent
Department: Building Maintenance
Date Prepared: June 2003

BASIC FUNCTION

To assist in the routine maintenance of the Universities air conditioning units.

NATURE & SCOPE

Reporting to the Mechanical Superintendent, this position is responsible for inspecting air conditioning units and replacing any parts that have become too worn out for continued use.

This position is also expected to bring any other potential issues with the systems to the supervisor's attention so that a larger issue does not arise.

PRINCIPAL ACCOUNTABILITIES

- Inspecting air conditioners for maintenance.
- Replacing air filters.
- Replacing compressor belts.
- Reporting any other issues that require additional attention.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.