

Trades Helper

Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprising a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located about 10 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The Trades Helper position is primarily responsible for assisting the Skilled Trades and for performing semi-skilled work associated with basic trades operations. This position is viewed as an apprentice.

Responsibilities include, but are not limited to: Responsible for bringing necessary supplies to the job site; assists in unloading trucks, etc.; helps set up ladders, scaffolding, and other necessary equipment; performs miscellaneous duties for Skilled Trades as necessary during a job; assist in surface preparation, plastering, and repair of holes; assist in material application; assist in furniture covering and masking; assist with installation, maintenance, and repair of various window treatments; works with historically significant and unique Art and Leaded Glass; may assist or work with specialized contracted glaziers; may estimate time, labor, and materials required to complete a job; tests and maintains all smoke and heat detectors and reporting devices in accordance to applicable codes and requirements under direct supervision of the electronic supervisor; assists with the resetting of alarm systems as required; provides support to assist in the needs of the Public Safety Department with programming of new security codes, deleting users, etc.; assists with the repair of radios for all Facilities and Public Safety operations; assists with the maintenance of synchronized clocks on campus; assists the Electrical and Information Tech Departments as assigned; must be aware of proper procedures to use when encountering suspected asbestos containing material to avoid personal exposure, contamination of job site, and exposure of facility occupants to asbestos; maintains a clean working environment and cleans up job site after work is completed; other duties as assigned.

Requirements: High School diploma or GED; on the job training in Skilled and Semi-Skilled trades, as required of an apprentice; demonstrated ability to operate tools and equipment safely; knowledge of paint materials applications; ability to prepare surfaces for materials applications; some experience in electronic repairs is desirable; ability to learn and become certified in electronics, electrical, carpentry, H.V.A.C. or plumbing with the State of Michigan; ability to learn and achieve journeyman apprentice level in paint application, window glazing, masonry, or plaster application; ability to understand technical direction; willing to dedicate personal time for training as outlined in the tuition reimbursement program; valid Michigan driver's license with satisfactory driving record.

Shift is Monday – Friday 7:30 am – 4:00 pm; pay rate is \$17.67 per hour.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 14 paid holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax to (248) 645-3014, or email

humanresources@cranbrook.edu. Our Employee Application can be downloaded from this Employment Page.