San Benito Consolidated Independent School District
Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Back- Hoe Helper
Exemption Status: Non-Exempt
Reports to: Director of Maintenance
Pay Grade: 03
Works with: Maintenance Personnel
Days: 260
Dept./School: Maintenance Dept.
Date Revised: 07/23/2020

Primary Purpose:

The Backhoe Operator Helper under the direct supervision of the Director of Maintenance, and the direct supervision of the Backhoe Operator, complies with District directives and Maintenance Policies and Procedures.

Prerequisites:

- High school diploma or GED; and
- Valid Texas Driver's License, insurable with the San Benito CISD insurance carrier, and a good driving record
- Minimum of 2 years experience in heavy equipment operation

Special Knowledge/Skills:

- Ability to operate a road grader, backhoe, tractor, dump truck and other heavy equipment
- Ability to operate power tools, and hand tools
- Effective communication skills
- Ability to read and understand verbal and written instructions
- Skills testing will be required

Major Responsibilities and Duties:

1. Complies with District directives and Maintenance Policies and Procedures and follows all safety procedures.
2. Complies to directions issued by the Backhoe Operator in charge of task.
3. Operate dump truck or trailer to haul materials as required
4. Is responsible for proper maintenance and use of all tools and equipment assigned.
5. Demonstrate regular and prompt attendance.
6. Keep all heavy equipment clean and in good working order.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Heavy equipment, including backhoe, tractor, dump truck, riding and power tools and hand tools, gas powered weed eater and blower, and light truck.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____