



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:	Carpenter	Exemption Status:	Non-Exempt
Reports to:	Director of Maintenance	Pay Grade:	06
Works with:	Maintenance Personnel	Days:	260
Dept./School:	Maintenance Dept.	Date Revised:	7/29/2020

Primary Purpose:

The Carpenter, under the general supervision of the Director of Maintenance, performs general carpentry tasks and repairs or constructs any projects that require carpentry skills.

Prerequisites:

- High school diploma or GED; and
- Valid Driver's License, insurable with San Benito CISD insurance carrier, and a good driving record
- Minimum of four years experience as a carpenter

Special Knowledge/Skills:

- Must have drywall and/or framing experience and be familiar with wood related nomenclature
- Must have good math skills, including the ability to read a tape measure in fractions of an inch
- Ability to create and construct various items using sketches or limited blueprints
- Ability to read and follow drawings for constructions projects and follow verbal and written instructions
- Ability to prepare a bill of material to construct or repair district jobs related to the carpentry work
- Ability to use hand and power tools
- Ability to work independently
- Skills testing will be required

Major Responsibilities and Duties:

1. Complies with District directives and maintenance Policies and Procedures and follow all safety procedures
 2. Constructs and makes repairs of district property as required and directed.
 3. Prepares a bill of material for construction or repair assignments.
 4. Is responsible for proper maintenance of inventory, tools and vehicle assigned.
 5. Helps maintain a clean and safe carpentry shop.
 6. Keeps all materials stored in a neat and orderly manner.
 7. Does any painting related to the repairs or construction of carpentry projects
 8. Keeps all assigned painting related equipment clean and properly stored.
 9. Is responsible for working with the other maintenance personnel from all crafts and willing to lend a hand to others that might require assistance.
 10. 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.
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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, Air compressor, other power equipment, measuring devices, 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 _____