# 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


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|---|---|---|---|
| **Job Title:** | Carpenter 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 Carpenter Helper, under the general supervision of the Director of Maintenance, and the immediate direction of the carpenter, performs general carpentry tasks and repairs or constructs any projects that require carpentry skills, repairs minor roof leaks.

**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.

**Special Knowledge/Skills:**

- Knowledge of equipment, materials, methods, practices, and tools used in roof repairs
- Must have good math skills, including the ability to read a tape in fractions of an inch.
- Ability to read and follow drawings for construction projects and follow verbal or written instructions.
- 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 follows all safety procedures.
2. Complies to directions issued by the carpenter roofer in charge of task.
3. Is responsible for proper maintenance and use of all tolls and equipment assigned.
4. Helps maintain a clean and safe work area.
5. Keeps all materials stored in a neat and orderly manner.
6. Demonstrate regular and prompt attendance.
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:** Standard office equipment including personal computer and peripherals

**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 _____