Job Title:	Apprentice Carpenter	**Wage/Hour Status:**	Non-Exempt
Reports To:	Carpentry Supervisor	**Pay Grade:**	MN 2
Dept. /School:	Maintenance Department	**Date Revised:**	9/15/2026

Primary Purpose:

Assist in the accomplishment of all jobs assigned to the general maintenance department. May work alone or assist others as required. Assist in maintaining, organizing, and cleaning shop, vehicles, tools and equipment.

Qualifications:

Education/Certification:
Valid Texas driver's license
Good driving record
High school diploma or GED

Special Knowledge/Skills:
General knowledge of construction and maintenance basic shop and hand tools such as saws, drill, grinders, etc. or willingness to learn.
Must be able to read and understand various measuring devices such as tape measures and gauges on equipment.
Some knowledge of basic construction or maintenance techniques in one or more areas such as roofing, drywall installation and finishing, vinyl and floor tile installation, ceramic tile installation, painting, or door hardware installation and repair. (preferred)
Basic computer skills

Experience:
None required

Major Responsibilities and Duties:

General Maintenance:

1. Complete jobs as assigned, assuming responsibility for accuracy, appearance, and timeliness of jobs.
2. Communicate with appropriate campus administrators to ensure that they are aware of work to be done and class disruptions are kept to the minimum possible.
3. Completes work orders as assigned, including but not limited to: general carpentry, glazing, roofing, painting, shelving, handicap ramps and steps, etc.

4. May be assigned to assist carpenters, painter, or door and hardware specialist.
5. Complete preventive maintenance and repair procedures for equipment and tools.
6. Maintain a positive relationship and communications with campus administrators, teachers, and staff as well as maintaining a positive image to the general public.
7. Accurately document and submit work orders daily.
8. Complete timesheet as required by supervisor.

Safety:

9. Assist in maintaining a comprehensive safety program including monitoring for potential safety problems and ensuring that all safety procedures are followed.
10. Operate tools, equipment, and machinery according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
12. Ensure that vehicles, equipment, and tools are in safe operating condition.
13. Inspect and adjust tools and equipment for safety and efficiency.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

15. Drive light truck throughout the district to accomplish assigned tasks.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Power tools, hand tools (saws, planers, pneumatic nail guns, power actuated pin drivers, leveling devices, welders, torches, drills, grinders, etc.), light truck, and office equipment such as personal computer.

Working Conditions/Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, power lifts, scaffolds, heavy lifting, and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Exposure to dust, fumes, odors, chemicals, and loud noises. Mechanical and electrical hazards normally associated with construction and shop operations. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent districtwide travel. Work indoors and outdoors under all weather conditions. Frequent exposure to dust and debris. Frequent exposure to loud noises. Works with or near machinery with moving parts and motorized vehicles.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.