

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Carpenter helper	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Cluster Supervisor	PAY GRADE:	43B
DEPT./SCHOOL:	Facilities Services	DATE REVISED:	1/29/10

PRIMARY PURPOSE:

Supply the labor and expertise required to repair or construct projects assigned.

QUALIFICATIONS:

Education/Certification:

Ability to read and understand English
High school diploma or equivalent
Valid Texas driver's license
Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

Ability to communicate and deal with all people in a courteous and positive manner
Willingness to execute written employment contract with Plano ISD

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

Analyze and determine what is needed to make the repair or build a new installation utilizing prints, sketches, or verbal instructions.

Select material and hardware. May make time and material estimates.

Fabricate and erect such items as office partitions, hang doors, construct office/factory racks, shelves, cabinets, etc.

Replace and finish damaged woodwork, including replacement with plastic or similar materials.

Construct and install new windows and doors, replace glass in existing windows and doors.

Analyze each job assignment and consult with Carpenter Supervisor to ensure those materials are available.

Maintain an inventory on material and labor used.

Work with building principals or managers to ensure that all building needs are fulfilled.

Drive Plano ISD vehicle to inspect work sites, transport materials, and perform required labor

Build all special projects in a craftsman like manner.

Inspect all job assignments upon completion for perfection. Clean areas after project completion.

Work with Cluster Supervisor on work orders that require the special needs of a Carpenter.

Follow safety rules and procedures at all times.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

EQUIPMENT USED:

Uses shop power woodworking machines such as saws, planes, routers, radial arm saws, hand and portable power tools and measuring devices; locksmith equipment; operates Plano ISD's vehicles

WORKING CONDITIONS:

Physical Demands:

Frequent lifting and carrying 15-50 pounds; twisting, reaching above shoulder, bending, crawling, climbing; ability to distinguish basic colors; manual dexterity to complete projects in a craftsman fashion.

Environment:

May work outside under conditions of inclement weather, excessive heat and cold; excessive noise, intermittent; dust; work around machinery with moving parts; work on ladders or scaffolding. Must be able to tolerate solvents, paint, and paint thinner odors, glue, and glue odors

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.