



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Craft Helper

Pay Grade: 403

Reports To: Designated Supervisor

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary duty of this position is to provide help and support to maintenance personnel.

Qualifications:

Education/Certification/Requirement:

- High school diploma/equivalent or higher preferred
- Valid Texas Operator's License

Special Knowledge/Skills:

- Physically able to lift 20 - 100 pounds
- Demonstrate ability to effectively communicate with district employees

Experience:

- Some experience in the areas of maintenance, carpentry, painter, plumbing, electrical, air-conditioning and heating

Major Responsibilities and Duties:

1. Assists and works as a helper for maintenance personnel.
2. Assumes responsibility for tools and equipment and materials assigned.
3. Demonstrates punctuality and is dependable on the job.
4. Works and cooperates with fellow workers.
5. Upholds and adheres to safety rules and policies of the SISD safety program.
6. Supports the goals and objectives of the school district and follows all district policies.
7. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
8. Performs any other duties as assigned by appropriate supervisor.
9. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written)

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching; Work outside and inside; work around moving objects; work on ladders and scaffolding; Ability to operate motor vehicle; shift work.

ADOPTED: 11-6-90 AMENDED: 3-2-93, 1-14-03, 3-4-13, 12-18-13, 10-5-16, 10-23-17, 9-25-19, 5-19-2020
07-21-26

Craft Helper

This job description 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.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Department of Human Resources the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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