



Longview Independent School District

JOB DESCRIPTION SHOP HELPER

JOB TITLE:	Shop Helper	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	260 Days
DEPARTMENT:	Maintenance Department	PAY GRADE:	Manual Trades 2

PRIMARY PURPOSE:

Help plumber and carpenter in Maintenance Department

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Valid Texas driver's license

Special Knowledge and Skills:

- Ability to pass alcohol and drug test
- Ability to listen and follow instructions
- Ability to lift heavy equipment
- Excellent communication and interpersonal skills

Experience:

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist carpenter and plumber with duties as assigned
2. Assist carpenter and plumber with lifting and maneuvering materials and equipment
3. Assist in maintaining accurate, updated records in related areas
4. Perform routine cleaning of equipment
5. Assist in operating tools, equipment, and machinery according to established safety procedures
6. Assist in completing work orders and other reports legibly and completely



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

7. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
8. Ability to perform multi-tasks with frequent interruptions
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching, pulling and pushing; repetitive hand motions; work outside and inside, around moving objects, machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to dampness and humidity, toxic chemicals, paint and/or exhaust fumes, etc.; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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EVALUATION: Auxiliary Evaluation

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 that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013