Position Title: Maintenance Helper

Contract Length: 10M/12M/Hrly

Date: 04/30/09

Date of Last Revision: 04/30/09

Job Code: CF0791, CF0795, CF079H

Pay Grade: 17

FLSA Exemption Status: NE

Job Family: Construction & Facility Services

Job Summary
Provides general assistance of two or more maintenance occupations. Performs duties, such as furnishing tools, materials and supplies to other workers; cleans work area, machines and tools; and holds materials or tools for other workers.

Major Duties & Responsibilities

<table>
<thead>
<tr>
<th>List most important duties first</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provides assistance to more skilled workers involved in the adjustment, maintenance, part replacement and repair of tools, equipment and machines.</td>
</tr>
<tr>
<td>2. Transfers tools, parts, equipment and supplies to and from work stations and other areas.</td>
</tr>
<tr>
<td>3. Assembles and maintains physical structures, using hand or power tools.</td>
</tr>
<tr>
<td>4. Adjusts, connects or disconnect wiring, piping, tubing, and other parts using hand or power tools.</td>
</tr>
<tr>
<td>5. Follows established safety and sanitation procedures to ensure safety.</td>
</tr>
<tr>
<td>6. Performs other job-related duties as assigned.</td>
</tr>
</tbody>
</table>
**EDUCATION**  
Basic Reading and Writing

**WORK EXPERIENCE**  
Less than 6 months

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**  
None Required

**LEADERSHIP RESPONSIBILITIES**  
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**  
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**BUDGET AUTHORITY**  
No budget development activity is required.

**PROBLEM SOLVING**  
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**  
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**COMMUNICATION/INTERACTIONS**  
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

**CUSTOMER RELATIONSHIPS**  
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**  
Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc. Ability to carry and/or lift 45 pounds or more.