

Part B

Manual Trades Information and Checklist

[Click here to download all forms below](#) or click each form separately

Manual Trades Information and Checklist
Manual Trades Salary Schedule
Letter of Reasonable Assurance Manual Trades
References (3 copies)

In addition to the forms in Part A and B, you will need to provide the following documents as appropriate:

- Any license or credential required for the position that you have accepted (i.e., Master Plumber, Master Electrician, HVAC Technician)
- Bus Drivers will need TX CDL
- **Three Reference Forms** You will need to distribute three reference forms with stamped envelopes addressed to:

Galena Park Independent School District
Human Resource and Communication Services
14705 Woodforest Blvd
Houston, Texas 77015

Your **three** references should be the administrators who supervised your work and listed in your application. Send these out quickly so that they will arrive by the time you schedule your appointment at HRCS.

- **Service Records This is urgent!!!!** If your experience includes work in another Texas school district, you must provide service record documentation if you are to be placed in the correct salary pay level. Get this to our department quickly so that you can be paid correctly beginning with your first pay check. The idea is to have this document when you come in to submit your paper work.
- **See Part C for any additional forms that you may need.**



GPISD Human Resource and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015

Manual Trades Checklist

Name: _____ Position: _____

Date of HRCS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRCS.

- | | | | | |
|----|--|-----|----|----|
| 1. | Social Security Card (copy) | Yes | No | |
| 2. | Drivers License or State I.D. | Yes | No | |
| 3. | Appropriate and valid work authorization if this applies to your immigration status. | Yes | No | NA |
| 4. | Public Information Access Notification | Yes | No | |
| 5. | Form W-4 | Yes | No | |
| 6. | Form I-9 | Yes | No | |
| 7. | Direct Deposit Authorization and Voided Check | Yes | No | |
| 8. | Ethnicity Form | Yes | No | |
| 9. | Submitted fingerprinting receipt: | | | |

____ Yes
 ____ No

If no, when is your scheduled appointment?

Part B Forms

- | | | | | |
|----|---|-----|----|--|
| 1. | Reference Forms:
Have you provided your three references with the reference form and a stamped envelope? | Yes | No | |
| 2. | Letter of Reasonable Assurance | Yes | No | |

3. License or credential (if required for this position as per the job description) Yes No NA

4. CDL (if required for this position as per the job description) Yes No NA

5. Service Records as appropriate for your school District work experience

Please list District(s):

Yes No NA

Yes No NA

Note:

- **Make note of missing documents and turn them in immediately if possible.**
- **Your personnel file is incomplete until you have provided all required documents.**
- **Make a copy of all forms that you will turn into HRCS prior to your scheduled appointment.**

Employee Signature: _____

Date: _____

**Galena Park ISD
Manual Trades Job Classification
2013-2014**

		Hourly Rate		
		<u>Min.</u>	<u>Mid.</u>	<u>Max</u>
<u>Pay Grade MT50</u>		\$8.57	\$10.51	\$12.44
179	Aide, Bus (w/CDL - \$12.00)	(3% GPI = \$0.32)		
207,216,234,260	Custodian			
178	Student Nutrition Specialist 1			
177	Crossing Guard			
226, 260	Security Guard			
178	Student Nutrition Aide II			
226	Warehouse Technician I			
226	Security Technician			
<u>Pay Grade MT51</u>		\$9.59	\$11.76	\$13.94
260	General Groundskeeper	(3% GPI = \$0.35)		
260	General Groundskeeper-Landscape Detail			
260	General Laborer			
260	Parts Inventory Technician			
178	Specialist, Student Nutrition II			
<u>Pay Grade MT52</u>		\$11.51	\$14.12	\$16.73
179	Bus Driver (\$12.20)	(3% GPI = \$0.42)		
234	Custodian, Head-Elementary School			
234	Custodian, Head-Middle School			
260	Heavy Mowing Equipment Operator			
185	Manager, Student Nutrition Snack Bar			
178	Manager, Student Nutrition Trainee			
226	Warehouse Technician II			
217	Catering Specialist			
226	Security Assurance Technician			
234	Head Custodian-Administration Building			
<u>Pay Grade MT53</u>		\$12.89	\$15.81	\$18.74
226	Assistant Dispatcher	(3% GPI = \$0.47)		
260	Athletic Fields & Facilities Maintenance Tech			
260	Crew Leader, General Groundskeeper			
260	Custodial Equipment Technician			
234	Custodian, Head-High School			
260	General Laborer II			
260	HVAC Technician I			
185	Manager, Student Nutrition			
260	Preventative Maintenance			
260	Special Grounds Projects Technician			
260	School Bus Technician			
226	Transportation Parts & Inventory Clerk			
226	Data Integrator			
260	Landscape Maintenance Detail Coordinator			

Pay Grade MT54

		\$15.47	\$18.98	\$22.49
260	Crew Leader, Preventative Maintenance		(3% GPI = \$0.57)	
260	Crew Leader, Special Grounds Projects			
260	Crew Leader, Athletic Fields & Facilities Maintenance Tech			
260	Grounds Equip Tech/Heavy Construction Equip Operator			
224	Manager, Catering			
185	Manager, Student Nutrition-Multi-Unit			
260	Preventative Maintenance-Welding			
260	Painter			
226	Lead Trans Safety Trainer			
260	Irrigation Technician			

Pay Grade MT55

		\$16.86	\$20.69	\$24.51
260	Electrician		(3% GPI = \$0.62)	
260	HVAC Technician II			
260	Lead School Bus Technician			
260	Locksmith			
260	Lead Painter			
260	Warehouse Operations Foreman			
260	Purchasing Technician-Maintenance			
215	Student Nutrition Special Project Coordinator			
260	Glazier			
260	Kitchen Equipment Technician			
260	Refrigeration-Low Temp Tech			

Pay Grade MT56

		\$18.21	\$22.34	\$26.47
260	Assistant to the Director of Grounds		(3% GPI = \$0.67)	
260	Electronics Technician			
226	Coordinator, Field-Special Education			
226	Dispatcher-Transportation			
260	Kitchen Equipment Technician II			

Pay Grade MT57

		\$20.11	\$25.13	\$30.16
260	HVAC Technician III		(3% GPI = \$0.75)	
260	Master Electrician (Licensed)			
260	Master Plumber (Licensed)			
260	Carpenter, Finish			

Pay Grade MT58

		\$23.02	\$28.78	\$34.53
260	Assistant Director of Fleet Maintenance		(3% GPI = \$0.86)	
260	Supervisor, Maintenance			
226	Supervisor, Mechanical Systems			
260	Environmental/PM Supervisor			
226	Assistant Director, Operations			
226	Assistant Director for Safety and Training			
220	Student Nutrition Supervisor, Elementary			
220	Student Nutrition Supervisor, Secondary			
226	Supervisor, HVAC Control Technician			

Substitute Bus Aide-Attendant	\$7.75
Substitute Custodian	\$7.75
Substitute Maintenance	\$7.75
Substitute Grounds	\$7.75
Substitute Crossing Guards	\$7.75
Substitute Bus Drivers	\$10.65
Substitute Warehouse	\$7.75
Substitute Student Nutrition	\$8.25
Summer Workers	\$8.00
Students	\$7.25



Galena Park ISD
 Human Resource and Communication Services
 14705 Woodforest Boulevard
 Houston, TX 77015

Manual Trades Reference Form

I hereby give you permission to complete this reference form for the Galena Park Independent School District. In requesting this reference, I do hereby release those furnishing information from any liability and responsibility from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

 Applicant Signature

 Date

APPLICANT: Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

Reference Information:

Applicant Information:

To: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

Applicant Name (Print) _____
 Position Desired _____
 Social Security Number _____

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

	5	4	3	2	1	0
Willingness to work hard (self-disciplined)						
Communication skills						
Ability to plan, organize, and complete projects						
Relationship with co-workers and supervisors						
Dependability						
Detailed oriented						
Technical skills						
Over-all job performance						

1. What were the dates of employment? _____ How long have you known the applicant? _____
2. What was your relationship to applicant? _____
3. What were the applicant's job title/responsibilities? _____
4. What was the applicant's reason for leaving? _____
5. Would you rehire the applicant? _____
6. You may use the back of this form to add any additional comments.

 Signature

 Date

 Phone Number

Please return this form to our office in the stamped envelope that you received from the applicant.



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