

Carpenter

Purpose Statement

The job of Carpenter is done for the purpose/s of installing, repairing, and building items; identifying repair and/or replacement needs; assisting other skilled trades; completing construction projects safety and within established budget and time constraints; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman Carpenter

Essential Functions

- Applies finishes to completed projects (e.g. stains, paints, polyurethane, etc.) for the purpose of protecting the wood of finished projects.
- Assists in development of bid specifications for the purpose of determining what type of materials are required for a project and the cost associated.
- Builds a variety of items (e.g. block walls, counter tops, cabinets, shelving, moldings, etc.) for the purpose of producing required items with in the school district facilities.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Designs special requests for items (e.g. cabinets, remodeling classrooms, bookcases, etc.) for the purpose of meeting various maintenance and facilities needs.
- Inspects facilities, for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs a variety of built items (e.g. dropped ceilings, partitions, door frames/hardware, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Remodels office and work space including partitions, paneling, sheet rock, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs various items, systems and/or components (e.g. furniture, cabinets, sheet rock, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Responds to emergency situations during or after school hours for the purpose of resolving immediate safety concerns.
- Supervises summer help for the purpose of ensuring they stay on task and they are working safely.

- Transports various items (e.g. tools, equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of

Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt