

Carpenter

Purpose Statement

The job of Carpenter is done for the purpose/s of providing carpentry services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and building items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Builds a variety of items (e.g. counter tops, cabinets, shelving, moldings, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with other trades (e.g. plumber, electrician, HVAC, etc.) for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the district with a master key system and ensuring security of its facilities.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and fire/life safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. playground, classroom and office systems components, televisions, whiteboards, projector screens, floor/ceiling tiles, partitions, door frames/hardware, gutters, cabinets, carpets, etc.) for the purpose of providing a safe and workable environment.
- Installs locking system (e.g. doors, door hardware, closures, panic hardware/exit devices, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment (e.g. power tools, saws, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Participates in staff meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (both manual and computerized) (e.g. master key/lock book (paper and online records), repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs a variety of furniture and fixtures (e.g. classroom and office systems components, dropped ceilings, partitions, door frames/hardware, gutters, cabinets, carpets, flooring, etc.) for the purpose of ensuring a safe working condition.

- Requests equipment and supplies (e.g. hinges, locks, keys, sealants, wood, hardware, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours (e.g. locked out, can't secure door, broken window, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. hardware, ladders, tools, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to 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 locksmith/carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices.; and operating standard office equipment including computers using pertinent software applications.

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

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; 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 diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years of journeyman level (apprenticeship program) experience in the carpentry field or eight years of increasingly responsible carpentry work, including a wide variety of skilled trade work with some experience in the direction of maintenance project and maintenance work crews.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52