

Carpenter
New Hanover County Schools Job Description

Class: Classified
Division: Operations
Dept: Maintenance Operations

TITLE: Carpenter

QUALIFICATIONS:

1. High School degree or equivalent.
2. Three to five years' experience in carpentry preferred.
3. Knowledge of methods and skills in the use of carpentry equipment, materials, and tools.
4. Valid North Carolina driver's license.

REPORTS TO: Carpentry Foreman

JOB GOAL: To perform all levels of carpentry work in the construction, installation, alteration, maintenance and repairs of schools and facilities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of Maintenance Operations and New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Generate and complete assigned work orders.
3. Responsible for completing all data where applicable for closing work orders daily.
4. Check materials and supplies to ensure sufficient amounts are on hand.
5. Perform duties of skilled carpentry. Mark cutting and assembly points on materials. Cut and shape material to prescribed directions.
6. Fabricate, assemble, and repair items such as doors and cabinets, as well as perform preventive maintenance tasks.
7. Meet all schedules and deadlines in a timely fashion.
8. Willing to be on-call in case of emergency.
9. Perform related duties and responsibilities as requested by the Director of Maintenance Operations and/or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: 66

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to understand and carry out verbal and written instructions.
- Demonstrate functional knowledge and skills of the use of a variety of tools of the trade.
- Demonstrate functional knowledge of the methods and techniques used in trade.
- Demonstrate functional knowledge to read and work from plans, blueprints and sketches.
- Ability to maintain accurate records.
- Ability to plan and organize work.
- Ability to make exacting measurements and accurate calculations.
- Demonstrate functional knowledge of exterior (i.e. masonry, wood, metal and synthetic) and interior (i.e. ceilings, walls, VCT and ceramic floor) finishes.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to lift, carry, push or pull weights up to 75 pounds.