BOARD OF EDUCATION
Ken Reddic, Chairman • Bradley Williams, Vice-Chairman
Elbert Garvey • Bill Lanier • Melissa Oakley • Louis Rogers • Angie Todd
Superintendent, Dr. Barry D. Collins, Ed.D.

POSITION TITLE: Carpenter I
REPORTS TO: Maintenance Director
BEGINNING DATE: Open until filled

NATURE OF WORK:

An employee in this class performs simple tasks in the carpentry field. The appearance & finish of work produced at this level is not critical. Examples of such work are building and repairing frameworks, scaffolds, supports & simple wooden articles. The employee is given specific instructions for work to be accomplished. A higher-level employee will provide direct supervision and will be available to assist in solving any problems that may arise Since work is closely monitored while in progress, errors should be infrequent.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to use/care for equipment & tools used in performing work assignments.
- Ability to follow simple instructions.
- Must furnish own hand tools.
- Must have a valid NC driver's license & provide own transportation to/from work.
- Must be willing to take & successfully pass the test for CDL license.
- Must be capable of & willing to climb ladders and work on scaffolding.
- Must be willing to work overtime (weekends or afternoons) when necessary.
- Must be drug & alcohol free & will be periodically tested for drugs & alcohol.
- Must have & maintain a driving record that qualifies for school system insurance coverage.
- Must be able to obtain CDL permit within 6 months of employment & CDL license within 1yr of employment.

EDUCATION AND TRAINING:

- Some aptitude for carpentry work demonstrated in prior work, school experience or personal activities.
- Some experience in the performance of manual tasks is preferred.
- Must have a high school diploma.

TERM OF EMPLOYMENT: 12 months
SALARY: Salary Grade 57
FLSA Status: Non-Exempt

BOARD OF EDUCATION
Ken Reddic, Chairman • Bradley Williams, Vice-Chairman
Elbert Garvey • Bill Lanier • Melissa Oakley • Louis Rogers • Angie Todd
Superintendent, Dr. Barry D. Collins, Ed.D.

PERFORMANCE RESPONSIBILITIES:

1. Gathers materials to be used.
2. Measures and marks materials for cutting.
3. Cuts and drills wood and other materials using hand and power tools.
4. Joins materials with nails, screws or glue.
5. Checks accuracy of work with levels, rulers and measuring tapes.
6. Fits and nails sheathing on outer walls and roofs in preparation for boards.
7. Perform duties indoor-outdoor during normal/extreme weather conditions.
8. Performs other duties as specified by the Maintenance Director & Maintenance Supervisor.

PHYSICAL REQUIREMENTS:

- Must be able to pass employment physical
- Must be able to do a considerable amount of lifting
- Must be able to lift moderate to heavy weight (80-100 pounds), stand, walk, run, bend, stoop, push, pull, reach, climb ladders and work on scaffolding, for extended periods of time
- Must have the ability and physical strength sufficient to move objects

---

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Interested individuals are to complete an online application which can be found at www.onslow.k12.nc.us.

- Onslow County Schools does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Onslow County Schools is an EQUAL OPPORUNTITY EMPLOYER.
- I have read and understand the requirements for the position of Carpenter I. I certify that I can perform all essential functions of this position.

_____ _____

Name ***Date***

_____ _____

Witness ***Date***