BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Facilities and Transportation Carpenter

Purpose Statement
The Carpenter provides essential carpentry services, including identifying repair and replacement needs, installing, repairing, and building various structures, and ensuring tools and materials are available at job sites.

Supervisory Relationship
Reports to: Director of Facilities and Transportation

Essential Functions

- **Construction and Installation:** Build and install items such as block walls, countertops, cabinets, shelving, moldings, classroom and office systems components, dropped ceilings, partitions, and door frames/hardware to meet specific needs.
- **Coordination and Communication:** Work with supervisors and other trades to complete projects and work orders efficiently. Inform relevant personnel about procedures and work order status to ensure compliance with building and safety regulations.
- **Tool and Equipment Maintenance:** Maintain tools and equipment to ensure they are available and in safe operating condition.
- **Material Management:** Monitor, order, and maintain records of materials used for projects to ensure the availability of necessary supplies.
- **Documentation and Reporting:** Prepare written materials such as repair status, drawings, and sketches of construction and repair projects for documentation and information conveyance.
- **Remodeling and Repairs:** Remodel office and workspaces, and repair furniture and fixtures to ensure safe and efficient utilization of space.
- **Safety and Compliance:** Respond to construction and repair needs to resolve immediate safety concerns and ensure a safe working environment.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficient in operating carpentry maintenance equipment.
- Capable of planning and managing projects.
- Competent in preparing and maintaining accurate records.
- Knowledgeable about safety practices and procedures.
- Highly organized with strong attention to detail, able to manage multiple tasks and priorities efficiently.

Knowledge

- Methods, techniques, materials, and tools used in carpentry installation, maintenance, and repair.
- Safety practices and procedures.
- Ability to perform basic math, read technical information, and compose various documents.

Abilities

- Schedule activities and meetings.
- Gather and collate data.
- Operate job-related equipment using standardized methods.
- Work flexibly with diverse individuals and groups.

- Adapt to changing work priorities and meet deadlines.
- Communicate effectively and work as part of a team.
- Handle constant interruptions.

Responsibility
Work under direct supervision using standardized routines. Provide information and advice to others. Operate within a defined budget. Utilize resources from other work units as needed.

Work Environment
Significant lifting, carrying, pushing, and pulling. Significant climbing and balancing. Frequent stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 5% sitting, 5% walking, and 90% standing. Minimal temperature variations and exposure to risk of injury and illness.

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

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

Certificates and Licenses
Valid Driver's License and evidence of insurability

Clearances
Criminal Background Clearance.

FLSA Status
Non-Exempt

Salary Grade
SP

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.