



For our children, our community, our world, our future

Cheney Public Schools
 12414 S Andrus Road
 Cheney, WA 99004
 (509) 559-4599

CLASSIFICATION:	Maintenance	LOCATION:	Maintenance
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director.	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: Journeyman Carpenter

GENERAL DESCRIPTION

Repair and remodel district buildings and furniture. Constructs bookcases, shelves, desks, bulletin boards, cabinets, tables, chairs, window frames, etc. Constructs, modifies or repairs suspended ceilings, walls, floors, roofs, to include drywall and finish, sheeting, insulation, etc. Prepares materials list for bidding and procurement of materials; aids in estimating costs of construction projects. Maintains a clean, safe and efficient carpenter shop.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Perform all tasks required in the carpenter trade to include: cabinet design and construction; apply laminate materials to counter tops, cabinet doors etc.; frame and sheetrock walls, construct floor, ceiling and roof joists; estimate labor and materials for identified projects; direct and instruct assigned helpers; assist in foundation construction; install floor, wall and ceiling tile and grid; install and finish drywall materials; install roof vapor barriers, edge metal, flashings and shingles; set brick, CMU, quarry and ceramic tile on prepared surfaces.
- Responsible for routine maintenance and cleaning of shop equipment such as table saw, miter chop saw, table router, jointer, HVLP and other spray equipment, central shop vacuum, drill press, air compressor, band saw, shaper, planer, etc.
- Responsible for routine maintenance and cleaning of hand and portable power tools such as cord and cordless drills, spray equipment, skill saws, pressure washers, routers, laminate trimmers, pneumatic nail drivers, miter saw, sanders, hammers, saws, levels, clamps, wrenches, and other related equipment.
- Maintain and provide for the procurement of in-stock materials and the ordering of materials for construction projects.
- Maintain a clean, safe and efficient carpenter shop; maintain assigned vehicle in clean and safe condition.
- Install and maintain signage necessary for safety.
- Remain on-call for snow removal during winter months and respond to emergencies as directed by supervisor.
- Perform other duties as assigned/required.

Each of the positions in the Maintenance and Operations Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Standard practices, methods, materials, tools and equipment of Carpenter/Cabinet Maker trade; strengths and characteristics of building materials; methods of preparing wood, plaster, concrete and other surfaces; quarry and ceramic tile, brick and CMU products and mortar mixes; adhesives and fasteners; primers, sealers, paints and water proofing solutions; construction documents and design standards; Uniform building codes and other regulatory agency criteria; OSHA/WISHA safety standards; construction estimating; hand and power tools; construction costs and materials; etc.

Ability to: Erect and work on scaffolds, ladders and swing stages; use protective equipment such as personal negative air filter; obtain a license to and successfully operate forklift, tractors, snowplows, pneumatic compressors and associated tools; operate shop power tools; use efficiently all hand and portable hand power tools of the trade; read, understand, and follow directions, specifications and other related documents as written by manufacturers; ability to estimate construction cost and materials; work safely; operate computer and phone for basic tasks (email, internet, documents); ability to prioritize work and project management in order to meet required deadlines; direct and instruct others as assigned; work alone or in a team setting; maintain good rapport with students, staff, and the public; participate as an effective, contributing member of the District’s maintenance team.

MENTAL DEMANDS

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift up to 75 pounds
- Physically able to perform heavy work on a daily basis
- Ability to work at heights to 40 feet
- Work in confined spaces and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 20% sitting, 40% walking, and 40% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent and related work experience
- Must have completed an apprenticeship with a minimum of 4 years (8000 hours) that includes broad-based carpentry experience
- Must have and maintain a valid Washington State Drivers License
- Must have or be able to obtain a Fork-lift Operators License

TERMS OF EMPLOYMENT

- Maintenance Classification on Public School Employees of Cheney Salary Schedule
- Year-round position: 260 days; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

HISTORY

Job description and format updated: December 2022

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER