JOB DESCRIPTION
Tahoe Truckee Unified School District

CARPENTRY CRAFTSPERSON

Purpose Statement:

The job of Carpentry Craftsperson is done for the purpose/s of providing for the efficient utilization of space and addressing cosmetic and/or safety concerns; providing efficient access to district buildings through a master key system; repairing and/or replacing locks; building and/or installing a variety of items; and assisting other trades personnel as required.

Essential Functions

- Assists other trades personnel as may be required for the purpose of meeting demands and completing work orders in a timely manner.
- Attends meetings (e.g. safety, inservice, etc.) for the purpose of receiving and/or conveying information.
- Builds a variety of constructed items (e.g. dry walls, ceilings, storage units, ramps, partitions, bulletin boards, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates work activities with district, school site and other trades for the purpose of completing projects/work orders efficiently.
- Estimates time and materials involved in various projects for the purpose of maintaining stock and materials for construction and maintenance of facilities.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs a variety of items (e.g. cabinets, door and window locks, ramps, doors, etc.) for the purpose of providing solutions for the unique needs of the district.
- Maintains master key systems (e.g. re-keying, repairing, replacing, etc.) for the purpose of ensuring efficient access to all district buildings.
- Maintains shop, equipment, tools, etc. for the purpose of ensuring the availability of functional, safe work items.
- Orders project materials for the purpose of for the purpose of ensuring the availability of items necessary to complete the job.
- Prepares various written documents (e.g. estimates, drawings, work orders, time/materials, plans, etc.) for the purpose of documenting activities and meeting district, local, state and federal requirements.
- Remodels office and work space (e.g. partitions, paneling, walls, doorways, etc.) for the purpose of providing for the efficient utilization of space and addressing cosmetic and/or safety concerns.
- Repairs furniture, floors, locks, roofs, floor tile, cabinets, ceilings, walls, etc for the purpose of providing for safe and efficient utilization of work areas.
- Responds to emergency situations and/or identified potentially hazardous conditions for the purpose of resolving immediate safety concerns.
- Transports required equipment and materials to the job site for the purpose of providing items necessary to complete assigned tasks.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

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 skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in carpentry; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; and tools, methods and practices of the trade

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 65% walking, and 30% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status	Approval Date	Salary Grade
Non Exempt		Clsfd. 26