

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

## FACILITIES/GROUNDS/OPERATIONS

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### REVISED

**JOB TITLE:** CARPENTER

**REPORTS TO:** Executive Director of Facilities, Maintenance and Custodial Services or designee

**NATURE AND SCOPE OF JOB:**

The Carpenter under supervision, does general carpentry work involved in the layout, construction, repair and maintenance of buildings and of household, office, and institution equipment and furnishing and does other related duties.

**QUALIFICATIONS:**

The Carpenter shall:

1. Hold a high school diploma or equivalent.
2. Have three years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.

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11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Carpenter shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Carpenter shall:

1. Repair broken and malfunctioning furniture, doors, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets, and simple furniture.
2. Construct and repair buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, and tenon.
3. Replace damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.
4. Build bookcases, cabinets, tables, stands, screens, partitions, and other types of equipment.

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5. Make various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and form for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.
6. Make emergency carpentry repairs.
7. Build and makes repairs to special truck bodies.
8. Make time and materials estimates.
9. Make reports of personnel, time supplies, and work completed.
10. Maintain records.
11. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Participate in appropriate in-service and workshop programs and attend any required meetings.
15. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Frequently lift up to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work from ladders or scaffolding at heights over ten (10) feet.
3. Sit, stand and walk for required periods of time.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### EVALUATION:

The Director of Facilities, Maintenance and Custodial Services or designee shall evaluate the Carpenter in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

7-12-2007

Date