



Job Title: Specialist – General Crafts

Supervisor: Assistant Manager – Maintenance

Terms of Employment: 246 days

Job Summary:

The Specialist – General Crafts performs a variety of skilled work in the areas of roofing, painting, carpentry, caulking, sheetrock installs and repairs, paving, concrete, general plumbing, general electrical and installation of various white boards, cubbies and other educational equipment to sustain the assets of Horry County Schools. This position conducts all work in a manner to promote the most advantageous methods for students to work, learn, and lay in a safe and attractive environment. Performs work in accordance with established safety procedures. Maintains a clean and safe work environment. Maintains a clean and properly maintained vehicle and tools required to perform each task. Adhere to HCS core values.

Essential Duties:

1. Coordinates with assigned assistant manager and/or other trades for the purpose of completing projects and work orders efficiently.
2. Ensures that all activities are following applicable laws, codes, regulations, and/or standards, and ensures that completed activities promote a safe environment for all staff and students.
3. Conducts maintenance inspections of buildings, equipment, grounds, and facilities to identify potential problems, unsafe conditions, and needed repairs; initiates any actions necessary to correct deviations or violations.
4. Prepares work site, including covering furniture and floors, and masking off areas.
5. Matches paint colors and conditions; knows the chemical makeup of paint; prepares and mixes paint; prepares surfaces for painting (pressure washing, cleaning, patching, caulking, and sanding); and paints interior and exterior surfaces. Must select proper brushes, ladders, personnel lift equipment, spray equipment and other support items for the job.
6. Performs a variety of carpentry duties, such as: constructing small buildings or building and installing cabinets and countertops; repairing furniture; fitting and installing doors; repairing window and door framing; installing or repairing steps, awnings/porches, ramps, fences/gates, baseboards/trim, walkways/hand rails, or plywood siding; and framing and constructing floors, walls, and roofs.
7. Assist in the installation or removal of school/classroom equipment (e.g. white boards, bulletin boards, cubbies, shelving, etc.)
8. Inspects and repairs recreational/gymnasium/auditorium equipment such as auditorium seating, bleachers, basketball goals and related safety equipment.
9. Performs general welding and repair of metal equipment and structures.
10. Repairs and maintains expansion joints in roofs, walls, and gutters; repairs and maintains seals and caulking around windows and doors.
11. Inspect and cleans all gutters, down spouts, roof drains and associated roof drainage.
12. Installs exterior wall sheathing, soffits, fascia and other necessary trim.



13. Performs skilled concrete finish work; builds forms and drain boxes; mixes concrete to proper consistency; pours and levels concrete; and patches asphalt.
14. Performs annual inspections of roof conditions for damages (leaks or rot); removes, repairs, replaces, or installs roofing materials; performs preventative maintenance to roofs and gutters; clears gutters and drains of debris; locates and repairs leaks in roof drains, roof curbs for HVAC units, rooftop kitchen equipment, and exhaust fans; removes algae from walls caused by leaks in gutters, downspouts, gravel stop joints, eave flashing joints, etc; and applies flashing at wall intersections, chimneys, dormers, roof penetrations and other required areas.
15. Replaces, repairs, and/or floor tiles, ceiling tiles, acoustical ceilings, and/or carpeting or other floor covering.
16. Reads blueprints and take off materials; determines quantity and type of materials needed to complete projects and gathers equipment, tools, parts, and supplies; monitors inventory levels and initiates requests for new or replacement materials as required.
17. Performs general cleaning and maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspection of equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing and cleaning equipment, or cleaning shop and work areas.
18. Operates a variety of machinery, equipment, and tools to complete essential functions to include the use of commercial-grade trucks, personnel lift equipment and District vehicles; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
19. Performs maintenance support functions, such as scraping, cleaning, and moving scaffolds; assisting with public traffic direction during school roadway repairs; and loading and unloading equipment and supplies.
20. Prepares or completes various forms, reports, work orders, logs, accident reports, or other documents to track work activities and events.
21. Participates in meetings, workshops, training and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
22. Maintains vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition.
23. Perform routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of systems.
24. Prepares computer-generated materials (e.g. repair status, activity logs, etc.) in School Dude for the purpose of documentation activities and/or conveying information.
25. Responding to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
26. Transports a variety of tools, equipment and supplies for the purpose or ensuring the availability of material required at job site.
27. Checks and maintains inventory on truck/vehicle.
28. If required; Participates in "On Call" duty and respond to after hour calls per the rotational schedule.



29. Operates hand and power equipment such as power location equipment, personnel lifts, fork truck, backhoe, trenching machine, etc.
30. Ability to work at heights of 40 feet+. Ability to operate and work out of personnel lifts, ladders, scaffolding, etc.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the HCS schools system.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Completion of high school diploma required, technical degree preferred.
2. Minimum three year trades based experience required.
3. Trades certifications are preferred, such as those available from (MASC) or NCCER for carpentry, concrete finishing, drywall, painting, etc. Commercial contractor license/certification preferred.
4. Must possess and maintain a valid South Carolina driver's license or commercial driver's license (CDL) including appropriate endorsement(s).
5. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
6. Knowledge of how to properly perform manual tasks.
7. Knowledge of safety practices relevant to the tasks performed and equipment employed.
8. Skill in the use of ropes, hand tools, power equipment/tools or cleaning equipment.
9. Ability to use small office equipment, including copy machines or multi-line telephone systems.
10. Ability to use computers and other digital devices for data entry, emailing, work orders, etc.
11. Ability to communicate with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
12. Ability to use or repair small/light equipment, such as power tools.
13. Ability to use or repair medium equipment and machinery, such as vehicles or commercial equipment.
14. Knowledge and use of standard spacing, measurements and layout common to trade.
15. Ability to guide and train other employees.
16. Ability to assume workload and follow-up on tasks with minimal directions.
17. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.



18. Ability to estimate time and materials for job and keep records of stock, input information into SchoolDude.
19. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
20. Knowledge of proper PPE is required to perform task.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 100 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to work at various required heights while on ladders, personnel lifts, and scaffolding.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.
- Physically wear PPE (eye protection, hearing protection, safety shoes, protective clothing, respirator, etc.).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 106

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or

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supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.