Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Carpenter I and II**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record

Education: High school, GED and specialized vocational training in carpentry.

Training or Experience Required: Two to three years carpentry experience; some school or commercial industry experience desired for Carpenter I, Class 2; two years at Carpenter I, may be raised to Carpenter II, Class 3.

Special Skills, Knowledge, Abilities:
Must have knowledge of the National building (ANSI and/or BOCA) codes as it relates to carpentry work.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs complex computations using mathematical formulas requiring an understanding of algebra and/or geometry.

Reading and Interpreting: Reads and interprets written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment with expertise acquired through vocational experience and/or specialized training. The most difficult equipment would be the band saw, miter saw, table saw, surfacer, joiner, jig and tool, router, and other hand tools to finish job in a professional manner.

Site: **Various**
Reports To: **Director of Maintenance or Carpenter Foreman**

Job Goal (Purpose of Position): Performs semi-skilled to full journey level duties under general supervision to install, repair or maintain the district's buildings and physical plant so that full educational use of it may be made at all times. Above the Carpenter/Cabinet Maker II work is performed of a journey level with little supervision.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent

judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Some of the more complex assignments are performed by a higher level carpenter.

Contact with Others: An incumbent in this position has regular public contact with members of own staff or district and with outside vendors, etc. Some interpersonal interaction or communication is required.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Installs, repairs, remodels all building fixtures, doors, walls, windows, etc. in the district.

2. Must be able to plan and organize work. Must be able to measure a job and assist Carpenter Foreman in purchasing necessary materials at the most economic price.

3. Performs rough carpentry/framing, hangs drywall and tapes/rocks, hangs/installs suspended ceiling tiles, hangs items for teachers, textures walls in preparation for painting. Builds shelves, cabinets, countertops, etc. Does painting, staining, and lacquering as required.

4. Lays sub flooring, lays flooring, tile, etc. Assists with installation of glass and mirrors, etc.

5. Installs, repairs, and builds playground equipment.

6. May build and/or repair sidewalks, driveways; builds forms and does other concrete work.

7. Informs supervisor of parts, equipment and other supplies that are necessary to do job.

8. Works with City building inspectors.

9. Performs general housekeeping duties at carpenter's shop and maintains shop and tools, including assigned vehicle.

10. Operates equipment essential for construction such as tractors, trucks, lifts, and scaffolding. Performs duties as assigned.

Supervision exercised: An incumbent in this position does not directly supervise except he/she may supervise other employees assisting with a specific job.

Physical/Mental Requirements and Working Conditions:
In a work day, the employee must stand/walk 4-5 hours per day. Some bench work or office work of about 1 hour per day. Employee's job requires frequent to continuous squatting/crouching, crawling/kneeling. There is frequent to continuous bending/stooping, climbing and reaching above the shoulders and pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds and occasional lifting from 50 to 75 pounds lifting cabinets, doors, plywood, Sheetrock, equipment, etc. Job requires employee to use both feet for repetitive movements as in operating foot controls; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders. Must be able to read blueprints, plans, and schematics. Employee must possess hearing to distinguish normal/abnormal sounds. Must be able to communicate with fellow workers and the public. Must be able to climb ladders and steps, crouch, kneel etc.

Employee's job requires working on unprotected heights (roofs); Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment (truck, tractors, fork lift, trenchers); exposure to toxic gas, solvents, electricity, asbestos, powered saws, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category B (I level)
Category C (II level)

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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