

JOB DESCRIPTION

Title	Carpenter		
Unit	Non-Bargaining	Revised	02; 02/11; 01/21
FLSA	Non-Exempt	Reviewed	11/25

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS (EDUCATION/EXPERIENCE)

High school diploma or general education developmental exam (GED) required with five years related experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.

CERTIFICATE/LICENSE

Class E Driver License

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to talk and hear, stand and walk; use hands to finger, handle or feel; and reach with hands and arms; stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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. While performing the duties of this job, the employee may be exposed to moving mechanical parts, works in high precarious places, fumes, toxic or caustic chemicals, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually moderate to loud. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

REPORTS TO

Supervisor of General Trades

GENERAL RESPONSIBILITIES

1. Performs journeyman work in the carpentry trade and related areas.

SPECIFIC RESPONSIBILITIES

1. Inspects, repairs, installs, and constructs walls, doors, cabinets, dividers, bookcases, hardware, floor covering and other items requiring carpentry skills; hardware.
2. Maintains working knowledge and technical training to proficiently perform installation, repair, and diagnostic phases of carpentry work.
3. Exercises initiative and judgment within the scope of authority and assumes responsibility without direct supervision.
4. Accepts responsibility for the purchase of individual hand tools.
5. Follows necessary procedures for expenditure of supplies and equipment for district maintenance repairs and services, including prior approval from Supervisor, Director, or designee.
6. Assumes responsibility for proper utilization of tools, equipment and vehicles furnished by the school district.
7. Daily enters work hours performed by work order and location.
8. Follows all safety recommendations and uses all personal protective equipment and safety gear in a proper manner as required.
9. Working knowledge of all power tools, hand tools, and materials related to the carpentry trade.
10. Carpenters that are assigned the responsibilities of "locksmith" are responsible for the installation, removal, maintenance, and repair of building locks and keys and associated hardware.
11. Locksmiths are responsible for creating workable duplicate keys, creating new and replacement keys, and rekeying locks, replacing door hardware including but not limited to kick plates, hinges, door levers, and door closures.
12. Perform other duties as assigned.