



4401 Old Airport Road
P. O. Box 388
Concord, NC 28026-0388

VACANCY ANNOUNCEMENT

July 2, 2015

- POSITION:** The Cabarrus County School system is accepting applications for the position of **School Carpenter/Locksmith** to work in the Facilities Management Department.
- APPLICATION DEADLINE:** Screening begins immediately and will continue until the position is filled.
- JOB SPECIFICS:** Salary Range: Pay Grade 62 - \$14.73 - \$16.37 per hour
commensurate with education and experience
Term of Employment: 12 months per year
Hours: 8 hours per day
- PREFERRED QUALIFICATIONS:**
- Minimum of high school graduation and five (5) years job experience related to nature of work, or and equivalent combination of education and work experience, more education and/or experience is very desirable
 - Possess an appropriate driver's license valid in the State of North Carolina
 - Thorough knowledge of the common practices, tools and terminology of the carpentry trade and Locksmithing
 - General knowledge of the use and characteristics of common building materials
 - Thorough knowledge of the hazards and safety precautions associated with assigned trade
 - Skill in the use of both hand and power tools and equipment
 - Ability to draw and work from sketches, drawings, plans or specifications
 - Ability to follow and issue oral and written instructions
 - Ability to estimate needed materials and time required to perform various jobs
 - Ability to read blueprints and review/comment on details of construction
 - Ability to use a computer including Microsoft office suite software or willingness to learn
 - General knowledge of various types of roof applications and materials, EPDM Builtup PVC metal and other

**PREFERRED
QUALIFICATIONS**
(continued)

Ability to establish and maintain effective working relationships with school staff and Facilities Management Department associates

**RESPONSIBILITIES/
DUTIES:**

Perform Locksmith tasks and repairs and basic carpentry
Build shelving and cabinets
Install, maintain, and repair structure and equipment such as doors, door locks, windows, roofs, walls, floors, benches, desks, chairs, and fences
Install and repair drop and regular ceilings
Perform routine and special tile work
Renovate modular rooms and buildings including walls, counters landings, rails, steps, etc.
Respond to special and emergency safety and security needs involving locks, panic bars, closers, door and window repairs and replacement, etc
Use a variety of standard and specialized tools, saws and equipment
Prepare reports, work orders, timesheets, logs, and records as required
Design projects, estimate material needs and purchase materials
Assist other trades as necessary
Perform related tasks as required or directed by a supervisor

**APPLICATION
PROCEDURE:**

Employees of the school system will complete application through the Applitracks system. Please provide any requested information through Applitracks. External applicants must complete the application process through Applitracks.

THANK YOU FOR YOUR INTEREST IN THE CABARRUS COUNTY SCHOOLS!!!