



Gaston County Schools

Carpenter

Definition

The employee will perform multi-trade skilled work at a journeyman level as a carpenter in the construction, installation, maintenance and repair of buildings and related structures including knowledge of and the ability to perform repairs and new construction in the fields of masonry, wood, metal, drywall, various types of flooring, ceilings, glass, ceramic tile, etc.

Distinguishing Features of the Class

Employees in this class perform independent tasks at a skilled and journeyman level in assigned maintenance functions of carpentry, cabinet making, roofing and masonry. Work is subject to inside and outside environmental conditions, extreme temperatures, noise; hazards associated with maintenance and equipment operations. Work is supervised by the Building and Grounds Supervisor and is reviewed through inspections, observations, review of work orders, and completed projects and tasks.

Duties and Responsibilities

- Performs general carpentry work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, shelves and other specialty items such as chalkboards or tack boards.
- Follows safety guidelines and regulations in performing the skilled tasks. Operates required equipment, power tools, hand tools, and motor vehicles to accomplish the assigned tasks.
- Follows work orders assigned; completes paperwork when tasks are accomplished
- Assists in mass moving efforts to prepare buildings and facilities for school opening.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Working knowledge of the standard practices and methods of the finish carpentry trade.
- Working knowledge and operation of the tools and equipment used in skilled work or trade assigned.
- Knowledge of the occupational hazards and related safety precautions of the work and application of all personal protection equipment.
- Skilled in the use of carpentry hand tools and woodworking machines.
- General knowledge of building, health fire, and safety codes
- Ability to follow oral and written instructions, understand drawings and diagrams for assigned tasks.
- Ability to operate vehicles safely.
- Ability to maintain routine records.
- Ability to communicate effectively to establish and maintain positive working relationships with others.
- Ability to understand and follow oral or written directions.
- Ability to exercise the physical strength necessary to perform job tasks.
- Ability to read and understand service and operating manuals.



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Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measuring devices, and inspect work for accuracy, thoroughness, and adherent to work standards and instructions.
- Completes some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.

Minimum Education and Experience

- High School Graduate or GED preferred.
- Minimum Three (3) to Five (5) of work experience related to the skill or trade assigned; or an equivalent combination of education and experience.

Special Requirements

- Employee must possess or be able to obtain and maintain an appropriate driver's license recognized by North Carolina for the weight and type of vehicles operated as required by the Department of Motor Vehicles.
- Some occasional over time and weekend work may be required, depending on workload or work requests.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.
- Some occasional emergency response work may be required.

Certification/Licensure Compensation – not to exceed twelve percent (12%)

This position maybe eligible for up to a 12% increase:

Asbestos O & M Worker	3% increase
General Contractor, Building, Limited	5% increase

This Position Reports Directly to: Plumbing Foreman/Maintenance Administrator

Salary: Grade 61, Step 00 (entry level)

Classification: Non-exempt

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.



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If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Inside applicants may use Gaston County Schools' employees as references
- Select "Start an application for employment"
 - Upload Cover Letter to application
 - Upload current résumé to application
- Complete online application

The following documents must be uploaded to online application:

- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in Applitrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copies of Licenses, Certifications, if applicable
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Harry Irby, Director of Facilities Services
Gaston County Schools
943 Osceola Road
Gastonia NC 28054
Email: hmirby@gaston.k12.nc.us