

Job Title: Building Maintenance/Carpentry Technician I & II

Wage/Hour Status: Non-Exempt

Reports To: Building Shop Supervisor/Lead

Pay Grade: 4/5/Other 7

Dept./School: Maintenance

Revised:

PRIMARY PURPOSE: The role of the carpentry technician is to teach the apprentice and assist the building shop lead in completing all work assigned to the building shop.

EXPERIENCE:

1. High school diploma or equivalency
2. Hold and maintain valid Texas Driver's License and maintain a good driving record
3. Journey level performance as demonstrated by references and experience
4. Three to five (3-5) years' experience at journeyman level
5. Must have experience in or be willing to train in, including, but not limited to metal drywall framing and installation, cabinet building and finishing, wood and metal framing. Metal, composition and built-up roofing and repairs. All types of air and electric tools used for carpentry, roofing, masonry, and floor tile. Vinyl floor tile and base, carpet, hardwood, and concrete flooring and repair. Lay-in ceiling systems and sheetrock ceilings. Masonry and brick repairs. Gutter and flashing installation and repairs. General knowledge of doors and hardware and glass installation and toilet partitions and repairs. Metal siding and trim installation.
6. Understanding of permits and working with various agencies such as American Disabilities Act (ADA), Texas Natural Resources Conservation Commission (TNRCC), etc. and groups such as city, county, and federal governments is required
7. Be willing to work with computers and other technology items, programs, and procedures required by AISD, tasks and needs
8. Must have basic knowledge of, experience with and/or willing to train in:
 - a. Repair, build, demolish, and replace items, components or physical construction projects. Conforms work to plans, specifications, sketches, or directions in a safe, quality and good workmanship manner. Follow good construction practices
 - b. Be able to detect/repair/replace faulty components including, but not limited to, ramps, ceiling, flooring, roofing, cabinets, doors, windows, siding, sheetrock, trim, concrete, masonry
 - c. Be able to operate table saws, air nail gun, cut off saw, miter saw, routers, spray gun, hand saw and drills
 - d. Maintain all assigned equipment of the Building Shop
 - e. Have enough strength and physical dexterity to perform the duties and responsibilities of a journeyman
 - f. Inspect completed assignments to ensure that satisfactory work quality, operating procedures, efficiency, progress, methods and practices, safety and other established standards and requirements are met and maintained
 - g. Be able to detect/repair/replace faulty systems and components including but not limited to roofs, interior/exterior wall components and systems, flooring/ceiling components and systems, stairs, steps, ramps, railing systems, doors and windows, hardware and lock systems, specialties such as marker boards, cabinets, bleachers, goals, etc.
 - h. Be able to understand, work with, apply and conform to regulations related to asbestos and other hazardous materials
 - i. Establishes, maintains, and supports central filing of records to include but not be limited to correspondence file, project file, technical update file, equipment history and preventative **maintenance** file, personnel file to include attendance and training, related mandatory and regulatory required files
 - j. Be able to estimate materials and staffing required and record time and materials expended on each work order

9. Extensive knowledge of construction required. Must be capable of understanding specifications, blueprints, sketches, construction symbols, etc.
10. Must have a knowledge and understanding of construction tools, materials, methods, and hazards of the trades
11. Provide supervision and training to persons assigned
12. Continue to learn and develop in the building field

JOB DESCRIPTION AND/OR DUTIES:

1. Support board and administrative policies and decisions
2. Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance
3. As assigned; repair, construct, and install building and related systems and components Repair/replacement of building systems for all AISD facilities
4. Assist in coordination with contractors on any building or associated projects
5. Conform to industry and shop standards of safety. Maintain a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the job. Prepare and submit accident reports to supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes
6. Performs work according to codes, manufacturer's specifications, department and trade guidelines and standards
7. Reports observed facility discrepancies to Building Shop Supervisor
8. Reads and interprets blueprints, specifications, shop drawings, schematic manufacturer's specs and other reference materials to determine appropriate job requirements and procedures
9. May be required to assist with maintaining files
10. Journey may be in daily contact with members of the district community while following routine work schedules
11. Contact with outside suppliers, vendors and representatives is anticipated.
12. Installation and repair of the following systems (including, but limited to):
 - a. Wood framing and drywall
 - b. Metal framing and drywall
 - c. Vinyl, carpet, ceramic, hardwood and concrete floors and base
 - d. Suspended and drywall ceilings
 - e. Doors and hardware
 - f. Metal roofing, siding, trim and gutters
 - g. Metal, plastic and marble toilet partitions
 - h. Metal, composition and built-up roofs
 - i. Masonry, plaster and concrete
 - j. Paint and finishes
 - k. Cabinets and trim
13. **Responsible for the following:**
 - a. Responsible for the adherence to work rules and policies
 - b. Provides for the transportation of tools, equipment and materials to job site
 - c. Makes material list for job assigned
14. Inspects buildings, facilities, and equipment to ascertain required repairs and makes recommendations to supervisor. Reports discrepancies or necessary follow-ups to supervisor

PERFORMANCE RESPONSIBILITIES:

1. Be honest, dependable and of good moral character
2. Be a self-starter, high initiative and require little supervision
3. Be punctual, responsible and trustworthy
4. Be neat, clean cut and present a professional appearance
5. Have excellent communication and interpersonal skills

6. Work with frequent interruptions and maintain emotional control
7. Keep Building Shop Supervisor/Lead informed as to job progress or changes that must be made.
8. Check in and out daily with the Building Shop Supervisor or in the absence of the Building Shop Supervisor, the Lead
9. Conform to industry and shop standards of safety. Maintain a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the job. Prepare and submit accident reports to Supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes
10. Process completed paperwork, work orders, reports and purchase orders as needed
11. Order materials as needed to complete work assigned
12. Keep an open line of communication to eliminate any problems or surprises
13. Load and unload materials and equipment as necessary
14. Supervision of all assigned personnel
15. Be familiar with technology and have basic computer skills, i.e., keyboard, Microsoft software programs, iPad with work order program and e-mail
16. Keep all equipment and tools operating properly, safely and in concordance with applicable codes and related safety regulations and recommendations
17. Responsible for proper and legal handling of all hazardous and other waste, etc. storage and disposal
18. Must be able to wear and use confined space gear
19. May be required to obtain an asbestos license, lead management or other license as deemed necessary
20. Be available for emergency response and support, i.e., duties may require overtime, weekends, late night work and holiday work to perform the tasks required by AISD if an emergency arises
21. Coordinate as needed with campuses to assure maintenance work does not interfere with school activities or schedules
22. Work with other trades and shops in a spirit of teamwork and cooperation
23. Keep all work areas clean. Thorough clean up should be done at the end of all completed work
24. Conform to the District's and Maintenance' department policies

WORKING CONDITIONS:

1. Work with frequent interruptions
2. Frequent standing, walking and sitting for prolonged periods of time
3. Assembling and moving ladders, scaffolding, trailers, compressors, etc.
4. Lifting and carrying up to 75 pounds
5. May be required to wear a respirator and pass appropriate pulmonary physical
6. Exposure to noise and communicable diseases
7. Extreme cold/heat
8. Exposure to wet and humid conditions
9. Work in confined spaces
10. Exposure to legal limits of pesticides and herbicides
11. Exposure to odors and gases
12. Tolerate exposure to grasses and other outside environments

Wage/Hour Status: Non-Exempt

Pay Grade:

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.



I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____