

Revision Date: January 6, 2024

POSITION TITLE:

Journeyman Carpenter

REPORTS TO:

Facilities Director

TERMS OF EMPLOYMENT:

Service Employees Association

Classification C. Subdivision Classification 2. B

Full 8-hour day (7:00 AM - 3:30 PM)

12 months per year, some overtime

BASIC RESPONSIBILITIES:

- In cooperation with the Director of Facilities, provide repair and maintenance services throughout the District. Is specifically responsible for carpentry-related tasks, such as performing various carpentry and construction tasks, including but not limited to wood and steel stud framing, installing windows and doors, and interior and exterior finishing.
- Read and interpret blueprints, sketches, and construction plans to ensure accurate execution of projects.
- Measure, cut, shape, assemble, and join materials made of wood, wood substitutes, and other materials.
- Drywall/Taping/Painting
- Operate and maintain hand and power tools, such as saws, drills, sanders, and routers, safely and efficiently.
- Install fixtures and hardware, such as cabinets, countertops, and trim work.
- Collaborate with the construction team to ensure the timely completion of projects and adherence to quality standards.
- Follow all safety protocols and maintain a clean and organized work environment.

QUALIFICATIONS:

Education Required:

High School Diploma/GED

Class B Driver's License or the ability to acquire one in 45 days.

Four years of previous construction background experience.

Education Preferred:

Four years of training in an accredited apprenticeship program in carpentry or a related field. Two-year post-secondary education in carpentry or a related subject. Training in a cabinet shop or other fine carpentry training. Door and hardware training.

Skills Required:

General construction, blueprint reading, repair, and replacement of doors, windows, associated hardware, drywall, patching, and construction. Ceramic and VCT tile repair and replacement, repair of student lockers, repair and assembly of school/athletic equipment, playground equipment, and bleachers, cabinetry construction and repair, finishing and painting, concrete repair and construction, knowledge of current building codes, communication skills, and ability to work independently. Ability to lift 30-80 pounds as a part of the daily duties.

Skills Preferred:

Masonry, construction, welding, drafting, roof repair, overhead door repair, and maintenance.

Experience Required:

Four years of commercial/residential construction as a carpenter or as a fine woodworker.

Four years of door and window hardware installation and repairs.

Four years of casework installation and repair.

Supervising experience in construction or maintenance teams.

Experience Preferred:

One year of snowplowing experience.

Commercial truck driving experience.

Skid loader or front-end loader experience.

Commercial maintenance and repairs.

DUTIES:

1. Function as a team member on the maintenance staff, assisting with the overall maintenance of the District's buildings and grounds.
2. As a member of the maintenance staff, has the primary responsibility to perform all carpentry and associated tasks on District facilities.
3. Maintain the following: building envelope including roofs, windows, entry doors and closures, sidewalks, stairways and railings, overhead garage doors; interior floor surfaces, stairways, railings, doors, closures, and other hardware; building furnishings including furniture, shelving, and cabinets, bleachers, physical education equipment playground equipment, and other educational and co-curricular equipment.
4. Respond to written requests for services. Prioritize and schedule the work.
5. Respond to emergency calls, troubleshoot, and make necessary repairs. Be available and respond to emergency calls on non-scheduled workdays.
6. Install and anchor overhead screens, marker boards, bulletin boards, window shades, television brackets, shelving, and other wall or ceiling-mounted equipment.
7. Obtain competitive pricing and purchase needed materials.
8. Be knowledgeable of local, state, and federal life safety and building codes for appropriate repairs and upgrades to District facilities.
9. Assist in the removal and plowing of snow on District property. You are required to have and maintain a Class B Driver's License.
10. Assist with the planning, designing, purchasing, permits, and construction of projects to be completed by District staff.
11. Layout and marking of fields for athletics, including track, football, soccer, softball, etc.
12. Be constantly alert to conditions that could contribute to premature failure of building components or equipment or present a safety or health concern.
13. Assist in moving equipment between buildings and unloading the delivery truck.
14. Maintain the equipment associated with the carpenter shop.
15. In the absence of other maintenance staff, perform or assist different maintenance positions.
16. Perform other duties as assigned by the Director of Facilities.

Essential Tasks:

- Moving materials and equipment between buildings and unloading delivery trucks requires lifting various weights (30 to 80 lbs.)
- Operation of the various equipment in the maintenance shop.
- The maintenance vehicles' operation includes the dump truck, tractor, mowers, field markers, and other maintenance equipment/vehicles.
- Must be self-motivated and able to perform duties independently.