CARPENTER

QUALIFICATIONS

Minimum high school diploma or equivalent
Four years carpentry work experience
Valid Mississippi motor vehicle operator’s license
Proven Carpentry I level functions
Must be insurable by district insurance carrier
Applicant must submit to and pass drug screening test as outlined by district policy.

REPORTS TO

Supervisor of Carpentry

JOB GOAL

To insure all facilities are constructed and maintained in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

ESSENTIAL FUNCTIONS

Installs new doors, hardware, and locks.
Repairs suspended ceilings.
Replaces all types floor tile.
Repairs wood or concrete floors.
Repairs cabinets and counters.
Repairs masonry building materials.
Repairs windows.
Repairs and installs built-up and shingle roofs.
Performs sandblasting.
Repairs furniture.
Repairs and refinishes chalkboards.
Repairs and installs metal siding and skirting.
Fabricates steps, landings, walk boards, partitions, and walls as assigned.
Forms, pours, and finishes concrete.
Performs assignments in a timely manner.
Repairs venetian blinds.
Performs other related duties as requested or assigned.
**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SALARY INFORMATION**

- **Classification:** Carpenter
- **Scale:** Classified
- **Grade:** C
- **Days Employed:** 258 per school year
- **Range:** $9.55-$16.75
- **Beginning Salary:** $9.55 per hour

Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.

- **Overtime:** Non-exempt

**CODES**

- **MS Personnel/Accreditation Data:** 751027 (Maintenance Workers)
- **JPSD Job Position Title:** N5607