

Killeen Independent School District

Job Description

Job Title: Carpenter

Exemption Status/Test: Non-Exempt

Reports to: Lead Carpenter

Date Revised: Nov. 4, 2015

Dept./School: Facilities Services

Pay Grade: MT6

Primary Purpose:

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes.

Qualifications:

Education/Certification:

High school diploma or general education degree (GED) and a minimum of five years' experience in the carpentry trade.

Possess current driver's license.

Special Knowledge/Skills:

Directly supervises 1 to 4 employees in Plant Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work.

Major Responsibilities and Duties:

Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated.

Selects specified type of lumber or other materials.

Prepares layout. Marks cutting and assembly lines on materials.

Shapes materials to prescribed measurements.

Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue.

Verifies trueness of structure with plumb bob and carpenter's level.

Erects framework for structures and lays subflooring.

Builds stairs and lays out and installs partitions and cabinet work.

Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.

Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls.

Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates.

Constructs forms and chutes for pouring concrete.

Erects scaffolding and ladders for assembling structures above ground level.

Performs other duties as may be assigned by the Lead Carpenter or Plant Services Supervisor.

Supervisory Responsibilities:

Directly supervises 1 to 4 employees in Plant Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to read and understand carpentry diagrams, schematics, and blueprints.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.