

APPRENTICE CARPENTER

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Lead Carpenter</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Maintenance Personnel, Range 1</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To assist in work order assignments as designated by the Lead Carpenter</i>

Minimum Qualifications

- 1. High school Diploma or Equivalent*
- 2. Verifiable work experience and character references*
- 3. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*

Job Duties

- 1. Responsible for using tools in a safe manner.*
- 2. Assist in installation, repairs, and/or replacement of doors, windows, shelves, cabinets, etc. as directed.*
- 3. Maintain a courteous level of communication with other school personnel and/or the public.*
- 4. May be required to be called out on an emergency basis after hours.*
- 5. Agree to fulfill performance responsibilities in location(s) assigned.*
- 6. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 7. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 8. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
- 9. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*

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10. Evenings and weekend work may be required.
11. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

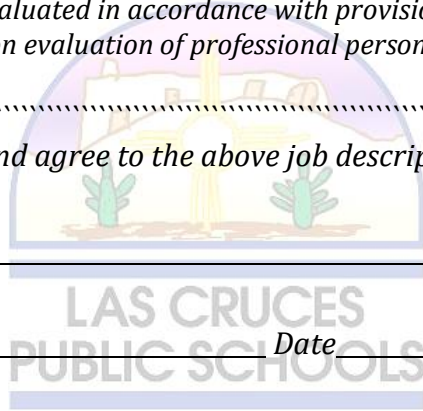
Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ Date _____





Revised: May 2020