

FNSBSD JOB DESCRIPTION	
Job Title: Carpenter	
Supervisor: Maintenance Foreman and Assistant Director of Facilities Management	Classification: Classified (ESSA)
Days/Months: 12 months	Grade: 12

Job Summary

The Carpenter is responsible for the construction, maintenance, and repair of District facilities and fixtures made of wood and other materials. This position requires skill in carpentry techniques, the ability to interpret plans and specifications, and the ability to work independently while ensuring compliance with applicable building codes and safety standards.

Essential Job Functions

- Measure, cut, shape, assemble, and install wood, drywall, and other construction materials.
- Read and interpret blueprints, drawings, and specifications.
- Construct, maintain, and repair frameworks, walls, floors, doors, windows, cabinets, trim, and related structures.
- Repair and maintain existing structures and fixtures throughout District facilities.
- Operate hand tools, power tools, and woodworking machinery safely and effectively.
- Ensure completed work meets applicable building codes, safety standards, and quality requirements.
- Collaborate with supervisors, contractors, and other skilled trades to complete projects and work orders.
- Maintain a clean, safe, and organized work environment.
- Willingness to obtain Hazardous Materials (HAZMAT) certification as required.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Hand tools, power tools, equipment, and test equipment associated with carpentry work at a journeyman level.

Independent Decisions

The Carpenter must exercise good judgment with little or no direct supervision in the field and bring issues requiring supervisory involvement to the attention of the supervisor.

Primary Working Contacts

The position requires frequent contact with District departments and staff to clarify work order requests and respond to emergency maintenance needs. The employee will also have regular contact with parts vendors to acquire materials and supplies. Occasional contact occurs with other government agencies, civilian and military fire department personnel, and code enforcement officials.

Responsibility for Cash, Equipment, Safety

The employee is responsible for the safe use, care, and maintenance of District tools, equipment, and vehicles. The position may occasionally involve responsibility for small amounts of cash and high-value District property.

Supervision Received and Exercised

The employee receives instruction from supervisors either orally or through written work orders and works with limited supervision. This position does not include supervisory responsibilities.

Unusual Working Conditions

Work is frequently performed in environments with extreme temperatures and humidity, including mechanical rooms, ceiling spaces, pipe chases, and outdoor locations. The position may require climbing ladders, operating man lifts, working in tight or elevated spaces, and using heavy equipment. Some work areas may require the use of a respirator, which necessitates sufficient pulmonary and respiratory health and the ability to maintain a proper facial seal.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 70 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods; and to do light to medium manual tasks such as digging, snow shoveling, and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent, and completion of a vocational-technical school or recognized apprenticeship program in carpentry.
2. Two (2) years of journeyman-level carpentry experience, or equivalent experience demonstrating journeyman-level ability.
3. Knowledge of current carpentry techniques and applicable building and fire codes; basic math and algebra.
4. Ability to read, interpret, and apply information from blueprints, specifications, and operating and maintenance manuals.
5. Strong oral and written communication skills in English.
6. Ability to make sound decisions; follow safe work practices; work under adverse environmental conditions; and plan, lay out, and complete complex assignments.
7. Ability to operate a wide range of hand tools, power tools, and equipment and perform heavy lifting (minimum 70 lbs.).
8. Valid State of Alaska driver's license and any required state certificates or licenses necessary to perform carpentry work.

The following is preferred:

1. General working knowledge of other building trades to assist outside the carpentry field when needed.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.