

JOB TITLE:	Carpenter	STATUS:	Non-exempt
REPORTS TO:	Assistant Director, Maintenance	TERMS:	261 days
DEPARTMENT:	Maintenance/ Operations	PAY GRADE:	307

PRIMARY PURPOSE:

To help maintain the physical school buildings in a condition of operating excellence so that full educational use of it may be made at all times.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to maintain valid Texas driver's license
Ability to perform sheetrock, floor, ceiling, playground, and fence repair
Ability to construct cabinets
Ability to operate woodworking equipment
Ability to communicate in English

Experience:

Four years experience in carpenter trade

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform general carpentry and refinishing (interior and exterior).
2. Perform general maintenance work.
3. Perform lock repair, window repair, and the related maintenance assignments.
4. Operate all tools and equipment common to trade in a safe manner.
5. Report all safety hazards in District facilities.
6. Examine district facilities on a regular basis for preventive maintenance relating to job.
7. Respond to emergency repairs immediately and report problems to supervisor.
8. Inspect, trouble-shoot, and repair to include estimates, reports, and records.
9. Repair, renovate, replace or return to service a system or piece of equipment when directed.
10. Organize and maintain shop section, shop tools and equipment assigned.
11. Practice on the job safety and secure property, tools, and material.
12. Follow district policies and departmental procedures
13. Practice on-the-job safety.
14. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.

15. Perform other duties as assigned.

EQUIPMENT USED:

All power and hand tools for carpentry needs, door and window repair

WORKING CONDITIONS:

Mental Demands:

Working with small electrical equipment requires constant concentration. Must be able to read blueprints, schematics and interpret each.

Physical Demands/Environmental Factors:

Strenuous walking, standing and/or climbing; heavy lifting 20-80 lbs.; work outside and inside; work on ladders and/or scaffolding; work on slippery or uneven walking surfaces

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date