



REVISED:  
07/01/2012

JOB TITLE:	CARPENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8384
BARGAINING UNIT:	CLAE

**SCOPE OF RESPONSIBILITIES**

Repairs windows, doors and hardwood floors; floor and ceiling tile, framing; builds concrete forms; installs chalk and bulletin boards; and cabinet making.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Repairs and replaces all types of wood doors, door jambs, window sashes, frames and window sills
- Repairs wood floors and repairs and replaces all types of floor and ceiling tile and assists roofers
- Installs, replaces, and repairs all types of necessary classroom equipment; such as chalkboards, bulletin boards, and cabinets, etc
- Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools
- Prepares layout using rule, framing square and calipers
- Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work
- Makes withdrawals for all material used from stock
- Writes work orders on all work completed by the assigned helper
- Assumes responsibility for own safety and the safety of others regarding the assigned job
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D. with four (4) years experience in carpentry
- Ability to set up and operate all carpenter shop equipment
- Ability to climb and work in high places
- Ability to read blueprints
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Additional experience in this field
- Completed apprenticeship program

