



REVISED: 07/01/2019  
Submitted: 06/11/2019

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

Completes all trainings and other compliance requirements as assigned by the designated deadline

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 of 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
Experience in a diverse workplace