



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

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| JOB TITLE: | CARPENTER |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 9 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| 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

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| Completed apprenticeship program |
| Experience in a diverse workplace |