

CARPENTER

Purpose Statement

The job of Carpenter was established for the purpose/s of completing building maintenance and construction projects safely within established time frames; ensuring efficient and safe utilization of space; producing required cabinetry and furnishings; replacing windows as needed; and servicing, installing and maintaining doors, door hardware and access management systems in the District. .

This job reports to Supervisor - General Services

Essential Functions

- Builds items (e.g. counters, temporary partitions, walls, cabinets, mill work, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with supervisor, administration and other trades for the purpose of completing projects/work order efficiently.
- Creates new or duplicate keys as assigned for the purpose of ensuring conformance to district master key system and ensuring security of it's facilities.
- Designs and installs key systems and door hardware under the existing Master key system as assigned for the purpose of maintaining facilities in a safe and secure operating condition.
- Designs, installs, programs, and maintains computer managed access throughout the District as assigned for the purpose of maintaining security.
- Forms, pours, and finishes concrete for the purpose of providing concrete structures and walkways as needed.
- Informs supervisor regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate actions, and/or complying with health and safety regulations.
- Initiates new or complete work orders placed with the department for the purpose of completing projects in a timely manner.
- Installs system component parts, classroom and office equipment and facility components (e.g. doors, windows, shelving, molding, paneling, dry wall, ceramic tile, suspended ceilings, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains documents, files and records (e.g. key controls, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Orders supplies and equipment for the purpose of ensuring availability of items as needed.
- Prepares written materials (e.g. repair status, product specifications, work orders, estimates, work completed, key inventory control, project cost estimates, product specification development, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Provides assistance to individual schools as assigned for the purpose of maintaining access control to the interior doors of respective facility.
- Re-Keys locks as assigned for the purpose of ensuring security of facilities.
- Remodels office and work space including partitions, drywall, finish work, etc. for the purpose of ensuring safe and efficient utilization of space.

- Repairs various items, systems and/or components (e.g. furniture, cabinets, floor tile, carpet, locks, roofs, concrete, masonry, emergency exit devices, latches, closures, hinges, glazing, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Researches a wide variety of topics (e.g. new products, techniques, etc.) for the purpose of previewing products to provide recommendations regarding applications and purchases, ensuring availability of materials.
- Responds to emergency situations during and/or after hours for the purpose of resolving immediate safety concerns.
- Services locks and accessories as assigned (e.g. panic bars, latches, door closures, hinges, etc.) for the purpose of ensuring security and safety and identifying necessary repairs to provide an ongoing program of preventive maintenance.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in carpentry, glazing and locksmithing; planning and managing projects; preparing and maintaining accurate detailed records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; pertinent building codes; and construction methods using a broad range of equipment and tools.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working with detailed information/data; reading and interpreting blueprints; developing, designing and completing projects; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 55% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

11/8/2010

Salary Grade

Classified 63

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____