

CARPENTER**Purpose Statement**

The job of Carpenter was established for the purpose/s of completing construction projects safely within budget and established time frame; ensuring efficient and safe utilization of space; producing required walls, walkways, door frames, cabinetry and furnishings.

This job is distinguished from similar jobs by the following characteristics: dependable, skilled in inside and outside type carpentry, self starter.

This job reports to Supervisor or Plants

Essential Functions

- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with administration and other trades (e.g. Coordinator of Maintenance, electricians, painters, and A/C men) for the purpose of completing projects/work orders efficiently.
- Installs system component parts, playground, classroom and office equipment and facility components for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Performs other related duties, as assigned, (e.g. locksmithing, window glazing, roofing, and painting) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares documentation (e.g. work order completions and job supply requirements) for the purpose of providing written support and/or conveying information.
- Remodels office and work space including partitions, paneling, 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, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations (e.g. broken glass in doors, unsafe doors and windows, and broken security chains) for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

handling hazardous materials

operating all kinds of equipment used in carpentry.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

safety practices and procedures

health standards and hazards.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- adapting to changing work priorities
- meeting deadlines and schedules
- working with detailed information/data
- working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect 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; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% 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 is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade