

TITLE

Carpenter

QUALIFICATIONS

- Able to read, write, speak, and understand English;
- At least one (1) year of experience so that the assigned duties may be carried out; and
- Meets the health and physical qualifications.

JOB GOAL

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL FUNCTIONS

- Assumes responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the school facilities;
- Plans and arranges layouts and constructs doors, frames, windows and moldings;
- Repairs and replaces chalk and cork boards and metal lockers;
- Supervises the erecting of scaffolding, formation of concrete forms, and similar non-structural projects attendant upon repairs and construction;
- Works with school administration and other maintenance employees to coordinate services;
- Recommends supplies and equipment for purchase, and maintains the inventory of system-owned hand tools, equipment, hardware, materials, and supplies;
- Estimates costs of carpentry repair projects in terms of labor, material, and overhead;
- Examines school facilities on a regular basis for purposes of preventive maintenance; and
- Maintains contact with vendors, architects, contractors, and inspectors to coordinate carpentry services.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 50 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping, kneeling, crouching, and/or crawling
- Reaching
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Spatial:* Ability to comprehend forms in space and understand relationships of plane and solid objects.
- *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- *Manual Dexterity:* Ability to move the hands and fingers and manipulate small objects with the fingers rapidly or accurately.
- *Data Perception:* Ability to understand or interpret information which may be presented in the form of graphs, charts, or tables.
- *Eye-Hand-Foot Coordination:* Ability to move the hand and foot coordinately in response to visual stimuli.

WORK CONDITIONS

High degree of discomfort due to exposure to dust, noise, heights, fumes, and temperature.

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GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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