



### **CARPENTRY CRAFTSMAN III**

#### **GENERAL RESPONSIBILITIES**

Perform advanced skilled work in the maintenance, repair, modification, installation, and construction of wooden and related structures in school buildings.

#### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Evaluate projects, determine feasibility, scope of work, estimates material, and personnel requirements.
- Assist supervisor in leadership and management functions in the shop.
- Inspect work performed by contractors and internal staff; evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Read and interpret blueprints, plans, specifications, and drawings to determine job requirements.
- Assist in writing specifications and reviewing plans.
- Assist in the preparation of the annual budget.
- Operate work truck and supervise accompanying personnel.
- Manage communication with dispatch, other craftsmen, supervisor, and administrative staff.
- Communicate and coordinate work with other trades, as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Train and assess job performance of shop personnel.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

#### **DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS-CARPENTRY**

- Install and maintain a variety of wooden structures.
- Layout of work and material preparation.
- Perform carpentry work involving maintenance, repairs, or alternations.
- Repair and replace bathroom partitions
- Perform minor repairs to lockers
- Repair partitions and covers with dry wall or paneling.
- Installation of all wooden moldings.
- Operate all necessary woodworking machinery.
- Installation of steps and ramps.
- Perform minor repairs to casework and countertops.
- Install chalkboards and bulletin boards.
- Plan renovations/modification of rooms or systems where quality of fit and finish is critical.

#### **DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS- CABINETS**

- Provide guidance and oversight on more intricate designs and installs.
- Coordinate and plan the installation of larger jobs with school administration
- Evaluate condition of existing casework and perform appropriate repairs
- Restore damaged casework to an operable and safe condition
- Finish a variety of different species of woods using a variety of techniques such as painting, staining, etc.



- Install casework to a variety of surfaces such as wooden framed walls, metal framed walls and block wall (CMU)
- Laminate surfaces such as Counter tops, Tabletops and Casework
- Develop shop drawing and sketches for casework that is to be constructed

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; thorough knowledge of hazards and safe precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills; ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates. Proficient in the use of computers and job-related software.

**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma, GED, or completion of a vocational program required.

Minimum seven (7) years of experience in the trade.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, extreme vibrations, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 12/19, 7/20
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