

# Carpenter - Maintenance

## Job Description



<b>Job Title:</b>	Carpenter	<b>FLSA:</b>	Nonexempt
<b>Reports to:</b>	Carpenter/Painter Supervisor, Director/ Executive Director of Maintenance	<b>Pay Grade:</b>	5311A
<b>Dept./School:</b>	Maintenance Department/ Donaldson Administration Building	<b>Calendar Days:</b>	256
		<b>Revised:</b>	9.8.2023

### Primary Purpose

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures and furniture in attractive and safe condition.

### Qualifications

#### Education/Certification:

- High school diploma from an accredited high school or GED
- Trade License as required by state local authorities
- Valid Texas Driver's License
- Eligible for coverage under the district's vehicle insurance program

#### Special Knowledge/Skills:

- Ability to read, write, speak, and understand the English language
- Knowledge of equipment, materials, methods, practices, and tools used in carpentry
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical calculations
- Ability to work independently
- Knowledge of state and local building codes

### Major Responsibilities and Duties

#### Maintenance and Repair

1. Complete assigned repairs on buildings, grounds, and equipment by following established maintenance procedures
2. Complete construction of cabinets, shelves, and partitions from initial layout to assembly following oral instructions, plans, specifications, blueprints, and work orders
3. Select material and hardware and calculate time estimates
4. Assist with the installation and moving of portable buildings including constructing steps and installing underpinning
5. Receive and complete work orders. Respond to emergency calls as needed.
6. Maintain accurate records on material and labor used
7. Inspect jobs upon completion and ensure areas are clean and excess materials are removed as needed

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8. Maintain inventory of district-owned tools, equipment, and materials
9. Attend training classes and seminars as directed
10. Follow District Policy, Administration Guidelines, and Employee Handbook/Supplement directives

### Safety

11. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition
12. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures
13. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor
14. Follow established procedures for locking, checking, and safeguarding facilities
15. Perform other duties as assigned

### Supervisory Responsibilities

None

### Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

- **Tools/Equipment Used:** Standard carpentry equipment including small hand tools, power tools, and measuring instruments, electrical meters, test equipment; motor vehicle, doilies, carts, computer
- **Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, bending, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- **Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis
- **Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures and excessive humidity and dampness, dust, fumes, smoke, gas, toxic chemicals and materials, solvents, grease, oil; noise, vibration, and electrical hazards; work around machinery with moving parts, moving objects and vehicles; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel
- **Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.