

TITLE***(Maintenance) CARPENTER******Level I*****QUALIFICATIONS**

1. Able to read, write, speak, and understand English
2. Minimum high school diploma or G.E.D.
3. Seven years successful work experience in the Hamblen County Schools maintenance department
4. Valid driver's license
5. Meets the health and physical qualifications

JOB GOAL

To act as guardian, keeper, and caretaker of all wood products in the school system; to maintain the physical school plant in a condition of operating excellence so that full use of it may be made at all times; and to construct and repair wood products throughout the school system

ESSENTIAL FUNCTIONS

1. Estimates cost of carpentry repair projects in terms of labor and materials
2. Works with school administration and other maintenance employees to coordinate services
3. Reads building plans
4. Repairs or constructs wood items
5. Repairs chairs and desks
6. Repairs windows and doors with frames
7. Repairs and replaces moldings and trims
8. Performs the following tasks:
 - a. Trim
 - b. Rough carpentry construction
 - c. Drywall construction
 - d. Ceiling installation
 - e. Finish carpentry construction
 - f. Concrete forming and finishing (small jobs)
9. Maintains clean and orderly work area during and after completion of job
10. Properly cares for all assigned tools, meters, materials, and vehicles
11. Assists in other fields of maintenance when necessary
12. Records all time and material on work orders and submits to maintenance supervisor
13. Performs other duties as assigned

PHYSICAL DEMANDS

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

1. Pushing
2. Pulling
3. Climbing
4. Stooping

5. Kneeling
6. Crouching
7. Crawling
8. Reaching
9. Seeing

VOCATIONAL PREPARATION

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

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to dealing with people
4. 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.

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

WORK CONDITIONS

Work conditions may include a high degree of discomfort due to temperature, fumes, dirt, noise, and live currents/voltage. Employee may be called for off duty hours and weekend emergencies. All overtime work is for emergencies as authorized by the maintenance

supervisor.

TERMS OF EMPLOYMENT

1. 261-day contract
2. Work hours to be assigned; 8 hours per day, 40 hours per week
3. Maintenance department salary scales

SALARY LEVEL ADVANCEMENT

1. Any new employee begins at entry Level 3
2. Requirements to move to Level 2
 - a. three years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools
3. Requirements to move to Level 1
 - a. seven years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools

JOB CLASSIFICATION TRANSFER

1. Employees may not transfer from one job classification to another unless a vacancy occurs or a new position is created. All such vacancies will be posted.
2. Employees transferring from one job classification to another will move laterally on the salary level schedule.
3. For employees transferring from one job classification to another, experience requirements for moving to a higher salary level will require a minimum of two years experience in the new job classification.

IMMEDIATE SUPERVISOR

Supervisor of Maintenance

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.

Adopted 03/09/98

Revised 03/10/04

TITLE***(Maintenance) CARPENTER******Level II*****QUALIFICATIONS**

1. Able to read, write, speak, and understand English
2. Minimum high school diploma or G.E.D.
3. Three years successful work experience in the Hamblen County Schools maintenance department
4. Valid driver's license
5. Meets the health and physical qualifications

JOB GOAL

To act as guardian, keeper, and caretaker of all wood products in the school system; to maintain the physical school plant in a condition of operating excellence so that full use of it may be made at all times; and to construct and repair wood products throughout the school system

ESSENTIAL FUNCTIONS

1. Repairs or constructs wood items
2. Repairs chairs and desks
3. Repairs windows and doors with frames
4. Repairs and replaces moldings and trims
5. Performs the following tasks:
 - a. Trim
 - b. Rough carpentry construction
 - c. Drywall construction
 - d. Ceiling installation
 - e. Finish carpentry construction
 - f. Concrete forming and finishing (small jobs)
6. Maintains clean and orderly work area during and after completion of job
7. Properly cares for all assigned tools, meters, materials, and vehicles
8. Assists in other fields of maintenance when necessary
9. Records all time and material on work orders and submits to maintenance supervisor
10. Performs other duties as assigned

PHYSICAL DEMANDS

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

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Crouching
7. Crawling
8. Reaching

9. Seeing

VOCATIONAL PREPARATION

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

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to dealing with people
4. 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.

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

WORK CONDITIONS

Work conditions may include a high degree of discomfort due to temperature, fumes, dirt, noise, and live currents/voltage. Employee may be called for off duty hours and weekend emergencies. All overtime work is for emergencies as authorized by the maintenance supervisor.

TERMS OF EMPLOYMENT

1. 261-day contract
2. Work hours to be assigned; 8 hours per day, 40 hours per week
3. Maintenance department salary scales

SALARY LEVEL ADVANCEMENT

1. Any new employee begins at entry Level 3
2. Requirements to move to Level 2
 - a. three years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools
3. Requirements to move to Level 1
 - a. seven years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools

JOB CLASSIFICATION TRANSFER

1. Employees may not transfer from one job classification to another unless a vacancy occurs or a new position is created. All such vacancies will be posted.
2. Employees transferring from one job classification to another will move laterally on the salary level schedule.
3. For employees transferring from one job classification to another, experience requirements for moving to a higher salary level will require a minimum of two years experience in the new job classification.

IMMEDIATE SUPERVISOR

Supervisor of Maintenance

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.

Adopted 03/09/98
Revised 03/10/04

TITLE***(Maintenance) CARPENTER******Level III*****QUALIFICATIONS**

1. Able to read, write, speak, and understand English
2. Minimum high school diploma or G.E.D.
3. One year successful work experience in the field of maintenance or related operations
4. Valid driver's license
5. Meets the health and physical qualifications

JOB GOAL

To act as guardian, keeper, and caretaker of all wood products in the school system; to maintain the physical school plant in a condition of operating excellence so that full use of it may be made at all times; and to construct and repair wood products throughout the school system

ESSENTIAL FUNCTIONS

1. Assists Level I or II carpenters in all jobs
2. Repairs or constructs wood items
3. Repairs chairs and desks
4. Repairs windows and doors with frames
5. Performs the following tasks:
 - a. Trim
 - b. Rough carpentry construction
 - c. Drywall construction
 - d. Finish carpentry construction
 - e. Concrete forming and finishing (small jobs)
6. Maintains clean and orderly work area during and after completion of job
7. Properly cares for all assigned tools, meters, materials, and vehicles
8. Assists in other fields of maintenance when necessary
9. Records all time and material on work orders and submits to maintenance supervisor
10. Performs other duties as assigned

PHYSICAL DEMANDS

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

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Crouching
7. Crawling
8. Reaching
9. Seeing

VOCATIONAL PREPARATION

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

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to dealing with people
4. 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.

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

WORK CONDITIONS

Work conditions may include a high degree of discomfort due to temperature, fumes, dirt, noise, and live currents/voltage. Employee may be called for off duty hours and weekend emergencies. All overtime work is for emergencies as authorized by the maintenance supervisor.

TERMS OF EMPLOYMENT

1. 261-day contract
2. Work hours to be assigned; 8 hours per day, 40 hours per week

3. Maintenance department salary scales

SALARY LEVEL ADVANCEMENT

1. Any new employee begins at entry Level 3
2. Requirements to move to Level 2
 - a. three years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools
3. Requirements to move to Level 1
 - a. seven years employment in the position
 - b. positive evaluations
 - c. recommendation of maintenance supervisor
 - d. approval by Assistant Director for Administration and Director of Schools

JOB CLASSIFICATION TRANSFER

1. Employees may not transfer from one job classification to another unless a vacancy occurs or a new position is created. All such vacancies will be posted.
2. Employees transferring from one job classification to another will move laterally on the salary level schedule.
3. For employees transferring from one job classification to another, experience requirements for moving to a higher salary level will require a minimum of two years experience in the new job classification.

IMMEDIATE SUPERVISOR

Supervisor of Maintenance

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.

Adopted 03/09/98

Revised 03/10/04