Carpenter

Purpose Statement
The job of Carpenter is done for the purpose/s of providing carpenter services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and building cabinets; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Manager of Maintenance

Other Functions

- Applies finishes (e.g. paint, stain, varnish, etc.) for the purpose of completing projects within specifications.
- Assists with snow removal operations (e.g. sidewalks, stairs, entry ways, etc.) or other unplanned requirements which could occur outside normal working hours for the purpose of ensuring access and safety.
- Builds a variety of items (e.g. counter tops, cabinets, shelving, moldings, walls, steps, decks, landings, ramps, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with manager and other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a variety of cabinets and fixtures (e.g. for classrooms, laboratories, work areas, etc.) for the purpose of providing a safe and workable environment.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Requests and purchases supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate staff needs.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform single, technical 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: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; ability to lift 50 lbs.; ability to climb ladders up to 12'; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Equivalency: Carpentry experience.

Required Testing

| Essential Function Test
| Physical Exam

Continuing Educ. / Training

Asbestos maintenance and operations training within 30 days of hire/Annual two hour refresher course

Certificates and Licenses

Class "E" drivers license

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade

Non Exempt 7/1/2021 See Classified Salary Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees
may be enhanced.