

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

CARPENTER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Two (2) years experience in carpentry above apprentice-level.
- (3) Commercial Driver's License preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill to build structures from blueprints and schematics. Knowledge of state statutes, Department of Education regulations and local codes. Ability to work as a team member. Knowledge of and skill to use all tools of the trade.

REPORTS TO:

Director of Facilities

JOB GOAL

To maintain the physical facilities of the District in good condition and to provide safe, healthy and attractive facilities for employees and students.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

CARPENTER (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Install and repair floors, walls, doors, windows, locks, and wooden fixtures.
- * (2) Install, repair or replace chalkboards, bulletin boards and partitions.
- * (3) Construct and install shelving.
- * (4) Maintain records and make reports as required.
- * (5) Maintain inventory of supplies and equipment.
- * (6) Purchase or bid needed materials and supplies.
- * (7) Assist other tradesmen as required.

Employee Qualities / Responsibilities

- * (8) Maintain current knowledge of building codes and State Board regulations.
- * (9) Follow maintenance policies and procedures.
- * (10) Work independently or as a team member.
- * (11) Interact with school and maintenance personnel.
- * (12) Report to work punctually and regularly.
- * (13) Display appropriate work ethic.

System Support

- * (14) Communicate well with Director of Facilities.
- * (15) Maintain a positive relationship with outside vendors.
- * (16) Represent the School District in an appropriate manner.
- (17) Perform other duties as assigned.

*Essential Performance Responsibilities