



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

---

<b>Position Title:</b>	Crafts – Carpenter	<b>Location:</b>	Maintenance
<b>Reports To:</b>	Maintenance Supervisor	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

---

### Education and Experience Requirements

High school diploma or equivalent. A minimum of five years experience and knowledge of skills and codes necessary to perform in all areas of Carpenter Crafts.

### Certificates and Licensure Requirements

Valid Arizona Driver's License; with good driving record.  
IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Perform general finished carpentry work to include maintenance of existing structures as well as construction of new cabinets, shelves, and tables. Perform necessary repairs to locks and latches and doors and maintain District-wide keyway controls/inventory. Operates all shop tools such as table saw, panel saws, drill press, etc.

### Qualifications

- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

#### SAFETY

- Responsible for conducting inspections on buildings and equipment and reporting their condition.
- Responsible for informing the supervisor of unsafe buildings, equipment or situation.
- Responsible for performing work on buildings and equipment in a safe and orderly fashion, while maintaining a neat and orderly vehicle and shop.

#### MAINTENANCE/CORRECTIVE PREVENTATIVE

- Responsible for maintaining schedules and work orders for preventative maintenance.
- Responsible for all corrective and preventative maintenance performed on buildings and equipment to include repairs of furniture, tables, desks, chairs, locks, latches, doors, door systems, windows and glass.
- Responsible for maintaining corrective data in a data base system on a regular basis.

#### DIAGNOSE AND REPORTING

- Responsible for inspecting, diagnosing, reporting, repairing, recording, and maintaining all buildings and equipment.
- Responsible for troubleshooting and making recommendations to reduce the incidence of future repairs.
- Responsible for acting as a consultant to the Maintenance Supervisor or his designee in areas of specifications and making recommendations for building and equipment needs.

#### INVENTORY CONTROL

- Responsible for district-wide keyways, keys, locks and replacement and installation thereof and for maintaining security log and control of key systems.
- Responsible for selecting and demonstrating proper use and storage of materials and tools that are best suited to expedite completion of assigned jobs.
- Responsible for requisitioning equipment and supplies within the funds allocated, as directed.

#### MAINTENANCE TEAM

- Responsible for working in cooperation with other District maintenance personnel, administration, faculty and staff with regard to the conduct of activities in this function.
- Responsible for performing other duties when assigned by the Maintenance Supervisor.

#### VEHICLES AND TOOLS

- Responsible for daily cleaning and inspection of District assigned vehicle
- Responsible for cleanliness of tools and making sure they are in correct working order
- Responsible for the inventory of tools and stocking of tools on vehicle
- Make sure all tools and stock parts are inventoried



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

### OTHER

- Perform other duties when assigned by the supervisor
- May be called after hours or weekends in the event of an emergency
- Responsible for checking emails daily
- Responsible for printing out daily work orders

### Physical Demands and Work Environment

- Physical Effort
- Bends, stoops, lifts, climbs
- Climbs to various heights and works in confined spaces
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 50 pounds.

### Other Information:

- Must be able to pass a fingerprint clearance and background check

### EEOC

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

---

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.