



Mobile County PUBLIC SCHOOLS

Job Description Title – CARPENTER

SUPERVISED BY/REPORTS TO: Coordinator/Lead of Special Crew or Executive Manager of Facilities or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- A. Must be a high school graduate from a regionally accredited school with a high school transcript or have GED equivalent. Under certain circumstances this requirement may be waived by the Executive Manager of Human Resources.
- B. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- C. Good general health, clean in attire and professional in appearance.
- D. Ability to be punctual and maintain regular attendance.
- E. Must have three (3) years of experience in carpentry trade or equivalent combination of training/experience.
- F. Must have an Alabama Driver's License and maintain it while employed with the school district. Must be insurable as determined by MCPSS personnel into private and business driving records within any three-year time frame. May be required to obtain a Commercial Driver's license (CDL)

KNOWLEDGE/SKILLS QUALIFICATIONS

1. Must have knowledge of methods, materials, tools, and practices used in the building, electrical, plumbing, carpentry, or mechanical crafts. Must have knowledge of general building and construction principals and methods.
2. Must be skilled in the use of a variety of standard hand tools, power tools, machines, and equipment.
3. Must have skillfulness of standard tools, materials, methods, and practices of the various trades.
4. Must always have knowledge of occupational hazards and safety precautions of the specific trades and practice standard safety procedures.
5. Must be able to work from blueprints and sketches and follow oral and written instructions.
6. Must be able to work well with other members of the building crew, supervisors, and other employees. Must be able, if needed to perform all tasks with little or no supervision or assistance.
7. Must have ability to estimate materials, equipment, and workers needed for specific jobs.
8. Must have thorough knowledge of wood and be able to determine the proper wood for each job, considerable knowledge of the types and availability of hardware supplies.

9. Must have knowledge of local, state, and federal building codes.
10. Must be able to use technology as required to perform job responsibilities.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Performs general carpentry work in the construction, alteration, and maintenance of buildings. Performs skilled rough and finish carpentry work in the alteration, renovation, repair, and construction of District facilities.
2. Installs and repairs roofs of buildings and structures. Installs and repairs all types of ceilings, partitions, doors, screens, sashes, wood fixtures, floors, windows frames, thresholds, decks, and handrails.
3. Builds/places forms for steps, curbs, small foundations, and other related work. Installs sub-floors and sheathing.
4. Performs bench work in carpenter shop; operates power equipment. Properly uses and cares for tools, equipment, and material resources of the school system.
5. Responsible for the inventory of tools and stocking of tools on vehicle. Makes sure that all tools and stock parts are inventoried.
6. Designs and constructs walls, shelves, and furniture. Installs or repairs counters and sink tops. Fits and installs interior and exterior trim.
7. Must be physically able to operate lathes, planners, shapers, joiners, sanders, band saws, table saws, radial arm saws, drill presses, hammers, ladders, and other woodwork equipment; operates and is responsible for a District vehicle and related equipment; maintains equipment, tools, and work area in a safe, clean, and orderly manner.
8. Analyzes roof conditions for damage and maintenance; repairs roof leaks; shingles or re-shingles.
9. Repairs, replaces, and installs sheetrock on walls and ceilings; applies mud plaster and tape, block concrete, ceramic tiles, paint, and other materials.
10. Repairs door/window locks and frames and broken glass.
11. Repairs metal, wood, and masonry walls, siding, decking, soffits on permanent and relocatable facilities.
12. Uses the work order system to enter and update information to fulfill, complete or escalate work requests as needed and in timely manner.
13. Orders materials and maintains accurate and timely records of time, labor, and materials.
14. Identifies and addresses potential problems and hazards around buildings and work areas.
15. Performs custodial services assessments, provides feedback on current facility upkeep, and notifies Crew Lead or other supervisor of any custodial issues or emergencies as necessary.
16. Completes all projects with neatness and in conformance with standards of related trade.
17. Assists other crafts or departments as necessary. Works schedule as assigned.
18. Engages in personal professional growth, ongoing training, and demonstrates professional ethics and leadership.
19. Engages in required orientations, trainings, safety instruction, and meetings as required for effective job performance and/or advancement.
20. Maintains appropriate confidentiality regarding school/workplace matters.
21. Reports absences and takes leave in accordance with Board policies and procedures.

22. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws/regulations.
23. May be assigned other duties as required by the Crew Lead or Executive Manager of Facilities.
24. **RESPONDS TO EMERGENCY SITUATIONS. MAY BE REQUIRED TO WORK AFTER HOURS AND WEEKENDS. MAY ALSO BE REQUIRED TO PERFORM DUTIES ON SHIFT WORK SCHEDULES.**

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This job requires strength, agility, dexterity, and visual acuity to perform all tasks,
- While performing the duties of this job, the employee must adhere to all site safety regulations and may be required to prolonged standing, stooping, carrying, kneeling, crawling, bending, turning, reaching, and frequent walking.
- This job requires lifting up to 25 lbs., periodically lifting/moving up to 50 lbs., and occasional lifting up to 100 lbs. alone or with assistance.
- Ability to work in locations involving heights or confined spaces.
- There may be exposure to extreme heat and cold, outdoor environments, heavy equipment, moving machinery, fumes, toxic or caustic chemicals and loud noises.
- Ability to climb scaffolding and ladders.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Coordinator/Lead of Special Crew or Executive Manager of Facilities or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule is normally 7:00 a.m. until 3:30 p.m. (hours may vary in the Summer or vary by shifts if assigned) but will be determined by the Department Supervisor or his/her designee. The employee receives a 30-minute break (off the clock) and two 15-minute breaks (on the clock), one prior to Lunch and one after Lunch. The supervisor may elect for the employee to have a full hour for lunch. When that occurs, the employee is not eligible for the two 15-minute breaks. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.