

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### CARPENTER

#### JOB DESCRIPTION

**JOB CODE:** 810292                      **BARGAINING UNIT ELIGIBILITY:** Yes  
**FLSA:** Non-Exempt                      **PAY GRADE:** 26  
**SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful experience as a skilled carpenter.
- (3) Valid Florida Driver's License.
- (4) Possess a personal set of hand tools necessary to complete performance responsibilities.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use the tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to perform rough and finished carpentry at the skilled journeyman level. Ability to direct and lead a small crew. Ability to read and work from blueprints and sketches. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas. Ability to establish and maintain effective working relationships with staff, administrators and outside agencies. Ability to operate a motor vehicle.

#### REPORTS TO:

Foreman – Maintenance, as assigned

#### JOB GOAL

To perform rough and finished carpentry assignments at the journeyman level in a safe and efficient manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Install, maintain and repair furniture and wooden parts of buildings, including screens, doors, frames, floors, steps and stairways.
- \*(2) Erects temporary structures, such as concrete forms, scaffolding, runways and concrete pouring chutes.
- \*(3) Does incidental placing of reinforcing steel.
- \*(4) Makes baseball backstops; erects portable manufactured walls.
- \*(5) Inspects buildings and other structures to determine needed repairs and materials required for repairs.
- \*(6) Operate sanders, planers, lathes, jointers, power saws, boring and mortising machines as part of general carpentry work.

## CARPENTER (Continued)

- \* (7) Read blueprints and job specifications and perform carpentry work accordingly.
- \* (8) Develop labor and materials costs in planning as required.
- \* (9) Assist in placing orders and bids, if needed, for parts and materials.
- \* (10) Assist in maintaining an inventory of parts and materials as needed.
- \* (11) Provide emergency repair service as directed.
- \* (12) Assist other maintenance personnel with tasks as needed or directed.
- \* (13) Assist in developing and maintaining a preventive maintenance program.
- \* (14) Load and drive maintenance vehicles to assigned site as required.
- \* (15) Maintain daily vehicle logs.
- \* (16) Adhere to applicable safety standards.
- \* (17) Attend all staff meetings and workshops.
- \* (18) Assist with maintaining a clean and orderly environment.
- \* (18) Be knowledgeable of and adhere to Board policies.
- \* (20) Communicate effectively with the public, staff members, fellow workers, students, parents, administrators and other contact persons using tact and good judgment.
- \* (21) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (22) Demonstrate initiative in the performance of assigned responsibilities.
- \* (23) Demonstrate support for the school district and its goals and priorities.
- \* (24) Exhibit interpersonal skills to work as an effective team member.
- \* (25) Follow attendance, punctuality and proper dress rules.
- \* (26) Maintain confidentiality regarding school/workplace matters.
- \* (27) Maintain expertise in assigned area.
- \* (28) Manage time efficiently.
- \* (29) Model and maintain high ethical standards.
- \* (30) Participate in cross-training activities as required.
- \* (31) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (32) Prepare all required reports and maintain update and accurate records.
- \* (33) Represent the District in a positive and professional manner.
- \* (34) Respond to inquiries and concerns in a timely manner.
- (35) Perform other duties as required
- \* (36) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## CARPENTER (Continued)

### **EVALUATION:**

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

### **Job Description Addendum No. 01**

Adopted: 8/2/11

Revised: 4/5/16