

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CARPENTER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five years progressively responsible carpentry experience.
- (3) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Journeyman-level knowledge of the standard practices, methods, processes, materials, machines and tools and woodworking equipment of the trade. Knowledge of carpentry construction work and skill in the performance of such work of average difficulty. Knowledge of the qualities and uses of various woods and materials employed in carpentry construction and repair work. Ability to read and work from blueprints and sketches and to follow oral instructions as to construction and repair jobs. Direct and supervise a small group of laborers and maintenance mechanics. Coordinate carpentry work with that of other building trades and workers. Ability to work well with others. Knowledge of proper maintenance of tools and equipment of the trade. Ability to exercise independent judgment in determining the methods and procedures required to perform the work.

REPORTS TO:

Maintenance Foreman

JOB GOAL

To perform both rough and finish carpentry work, including construction and maintenance of doors, windows, cabinets, shelving, metal and wood framing and finish materials, including drywall and formica.

SUPERVISES:

Maintenance Workers as assigned

PERFORMANCE RESPONSIBILITIES:

- (1) Lay out, cut, fit and join lumber to construct the wooden framework for structures, including sills, walls, roofs, floors and partitions.
- (2) Measure, saw and erect sheathing for walls and roof, nail plaster grounds in place.
- (3) Lay sub-flooring.
- (4) Cover sheathing with building paper; nail on shingles or siding.
- (5) Install door and window frames; saw, fit and erect exterior trim; hang doors and install wooden window sashes.
- (6) Lay finish flooring.
- (7) Cut, hang, and finish gypsum wallboard and paneling products.
- (8) Saw, fit and nail or glue interior trim; install interior fittings, such as cabinets, shelving and bookcases.

Board Approved May 19, 1998
Amendment Board Approved April 15, 2003

CARPENTER (Continued)

- (9) Build porches and stairways, erect temporary structures, such as concrete forms, scaffolding, runways and concrete pouring chutes.
- (10) Do incidental placing of reinforcing steel.
- (11) Make crates and boxes.
- (12) Build and repair picnic tables and benches, baseball backstops and basketball goals and slides, and other park and playground equipment.
- (13) Install handles in hammers, shovels, rakes, axes and other tools.
- (14) Build and repair ladders, steps and ramps.
- (15) Inspect buildings and other structures to determine needed repairs and materials required for repairs.
- (16) Maintain and repair furniture and wooden parts of buildings, such as screens, doors, frames, steps and stairways.
- (17) Operate sanders, planers, lathes, jointers, power saws, boring and mortising machines as a part of general carpentry work.
- (18) Sharpen and file power and hand saws and other building trades workers, and other cutting and scraping tools.
- (19) Do general carpenter work on buildings and repair roofs, including wood, composition shingle, galvanized, tarred and protected metal roofs.
- (20) Supervise the work of laborers and maintenance personnel on buildings, structures and wooden furnishings.
- (21) Use effective, positive interpersonal communication skills.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- (23) Other duties assigned by the immediate administrator or supervisor.

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:

Unit Compensation plan, pay grade 15-22
12 months
8.0 hours per day

EVALUATION:

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