

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Maintenance Engineer - Carpenter
Job Family: Facilities Services
Department: Facilities
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Perform skills relating to the maintenance and repair of wood work, furniture, equipment, fixtures, windows, closing devices, and locks, and assist other maintenance workers and contractors as needed. Maintain a safe, comfortable, and secure learning environment for students, staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department needs.*

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|---------|-----|---|
| D | 50% | Construct, erect, install, relocate, remove and/or repair district buildings, equipment and furnishings. Specific duties include repairing walls including masonry, tile, siding, drywall and various coverings; doors; |
| | | windows; flooring, cabinetry, countertops, shelving and casework. Repair and maintain gymnasiums and equipment, lockers, ramps, stairs, and other district equipment. Repair and maintain specialty items such as suspended ceilings and operable/moveable walls. |
| D | 5% | Perform preventative maintenance to buildings and their equipment and furnishings. |
| A | 5% | Secure damaged facilities by boarding-up windows, doors, etc. |
| D | 10% | Assist in maintaining and repairing roofing systems. |
| W | 5% | Order and stock materials and supplies needed for projects. |
| M | 5% | Design and estimate the cost of labor and materials for a wide variety of custom wood components and structures. |
| M | 3% | Represent department management in after-hours emergency "on call" status |
| A | 5% | Perform snow removal duties during the day and in response to emergency call-in situations. |
| Ongoing | 2% | Perform other duties as assigned. |

EDUCATION AND TRAINING : High school diploma or equivalent. Specialized courses and training in carpentry and general construction preferred.

EXPERIENCE: 3+ years experience in rough and finish carpentry, cabinetry, flooring, and drywall.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license required. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform math computations needed in trade.
- Knowledge of structural components and ability to repair them.
- Knowledge of operation and installation of architectural hardware devices
- Skill and ability to use wood shop equipment including hand and stationary tools.
- Basic knowledge of welding and concrete work as well as other building trades.

- Critical thinking and problem solving skills.
- Ability to communicate, interact, and work effectively in a team environment.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge and experience with wood shop equipment and power tools.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.
- Operating knowledge of and experience with snow removal equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Facilities

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Work within prescribed budget. Maintain supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	

Negotiate		X		
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WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date