

**Central Valley School District
Job Description #305**

TITLE **Carpenter**

GENERAL SUMMARY

The Carpenter maintains school buildings in top condition to ensure full and productive use of district facilities. He/she is responsible for maintenance, repair and construction of district facilities. To accomplish these tasks the Carpenter must work closely with the staff and administration of Central Valley School District.

ESSENTIAL JOB FUNCTIONS

1. Ability to follow written and oral instructions.
2. Ability to do alterations or minor repairs to buildings.
3. Read and follow prints or building sketches.
4. Repair or replace floors, walls, ceilings, to include; ceramic and vinyl tile, drywall, metal framing, and suspended ceiling.
5. Maintain building roofs and drains systems.
Repair or replace windows, doors, and weather stripping.
6. Maintain commercial door hardware, locks, to include key codes, cutting and electronic locks.
7. Repair or replace cabinets, furniture and other building fixtures.
8. Operate all power equipment and hand tools pertinent to carpentry and maintain them in safe working order.
9. Set forms, pour and finish concrete.
10. Lead and instruct helpers as necessary.
11. Perform other duties as assigned.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Director of Maintenance

MENTAL DEMANDS

PHYSICAL DEMANDS

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertion; required to work on ladders and roofs; requires safety awareness on construction, repair and emergency sites; may be required to work during off hours for emergencies; exposed to high noise levels from machines; may be exposed to potentially dangerous conditions; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment weighing over forty (40) pounds; required to drive between sites.

QUALIFICATIONS

1. Perform at Journeyman level.
2. Possess a high school diploma or equivalent.
3. Ability to respond to District needs on an "on-call" basis.
4. Must have the ability to plan, organize and accomplish work on schedule
5. Demonstrate skill in operation of district standard computer hardware.
6. Must be able to interpret and implement administrative directives.
7. Must possess excellent communication skills, with the ability to establish and maintain productive working relationships with administration, staff and the public..
8. Maintain appearance and conduct suitable for working with students, other district staff and the public.
9. Demonstrated ability to relate and work positively and effectively with a diverse group of co-workers and staff in a confidential manner.
10. Asbestos Workers Certification preferred.
11. Hold a valid state driver's license and evidence of a good driving record. A current Commercial Driver's License is preferred.
12. First Aid and CPR card preferred or training will be necessary within three months of hire date.

UNIT AFFILIATION

Maintenance

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 5/85
Revised 10/96
Revised 12/03
Revised 01/06