

Position:	Carpenter
Term:	12 Month
Classification:	Classified/Non-exempt
Location:	District Wide
Qualifications:	High School Diploma or General Education Degree (GED); Three years in some phase of construction or recognized apprenticeship; Class E Drivers license (Chauffer or better) with good driving record
Supervisory:	No
Reports to:	Director of Facilities

Craftsman with extensive skill and experience level are able to manage job sites with multiple employees and trade contractors. Employees in this position are expected to perform a variety of skilled carpentry work in the construction, maintenance, and repair of public buildings and facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Ability to Add, Subtract, Multiply and Divide whole numbers and fractions.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Ability to pass a district written and physical test.
- Establish and maintain effective working relationships with students, staff, and the community.

- Perform duties with awareness of all district requirements and Board of Education Policies.

Essential Functions:

- Perform rough and finished carpentry from beginning to end including new construction, maintenance and repair.
- Demolition and construction of walls, wood floors, and general carpentry projects.
- Design, construct, and repair of all cabinets, shelving, bulletin boards, chalkboards, book carts, book shelves, etc.
- Construct cement forms; pour, finish, and repair concrete pads, footings, stains, and related items including sidewalks, handicap ramps, steps, curbs, driveways and etc.
- Repair of office and classroom furniture, desks, tables, chairs, etc.
- Repair of wood frame windows.
- Construct complete window frames; repair or replace window frames and broken windows and glazing.
- Coordinate maintenance work with other departments and division; maintain accurate records of maintenance and repair work.
- Read and interpret blue prints and diagrams; follow oral instructions as needed.
- Install, repair, and maintain restrooms partitions.
- Install window air conditioners.
- Install, repair, and maintain wood and metal doors.
- Install, repair, and maintain door locks, deadbolts, and panic bar devices.
- Develop and maintain master key systems, including cutting new keys.
- Install, repair, and maintain door closures.
- Repair and maintain garage doors.
- Install and maintain building letterings.
- Repair and replace laminate counter tops, table tops, and desktops.
- Repair bleachers and auditorium seats.
- Playground equipment repairs.
- Install metal storage building.
- Repair of roof leaks, roof systems, and guttering.
- Tuck pointing and waterproofing envelope of buildings.
- Install and maintain hand railings.
- Estimate total costs including: time, materials, and equipment required for jobs assigned; requisition materials as required.
- Advises in the selection of building materials.
- Keeps records and makes reports.
- Perform general cleanup at job site.
- Keep tools, materials and equipment in working condition.
- Pick up/deliver/transport/move materials, furniture and equipment as directed.
- Assist in coordination of special projects when needed.
- Work cooperatively with all skilled craft, in the planning and implementing of all projects.
- Snow removal.
- Maintain a Material Safety Data Sheet File for the Carpentry Department.
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to handle or feel objects, or controls, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. Frequently the employee must squat, stoop or kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. Frequently, the employee will bend or twist at the neck and trunk more than the average person while performing their job duties.

This position frequently requires the employee to lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up to 100 pounds. Sometimes this position will require the employee to push/pull items such as a pallet of supplies (2000 pounds) with the aid of a pallet jack or other equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. Occasionally, the employee may work with toxic or caustic chemicals, such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently, the employee will work alone and occasionally will work irregular or extended hours. The noise level in this work environment is usually moderate and occasionally will work in a loud area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.