

Carpenter

Purpose Statement

The job of Carpenter is done for the purpose/s of providing carpentry services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and building items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Facilities

Essential Functions

- Builds a variety of items (e.g. block walls, counter tops, cabinets, shelving, moldings, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. classroom and office systems components, dropped ceilings, partitions, door frames/hardware, etc.) for the purpose of providing a safe and workable environment.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors orders and maintains records of materials used for the job for the purpose of for identifying materials for the individual job.
- Participates in meetings, as assigned, for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. repair status, drawings, and sketches of construction and repair projects, etc.) for the purpose of documenting activities and/or conveying information.
- Remodels office and work space including partitions, paneling, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs a variety of furniture and fixtures for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to construction and repair needs of structures safety for the purpose of resolving immediate safety concerns.

Other Functions

- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, and 90% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

SP