

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: CARPENTER II MAINTENANCE DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled carpentry work and provides leadership in the repair, alteration and construction of wooden, metal and masonry structures. Work involves performing potentially hazardous tasks such as erecting scaffolds and ladders. Assignments are received in the form of written work orders. The employee is expected to develop and initiate work methods. Most work problems are solved personally or by guiding subordinates in developing a solution. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with supervisory and various school officials. Reports to the appropriate supervisor.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Coordinates work flow and provides on-the-job training for subordinate personnel.

Determines type and amount of materials needed.

Provides assistance in planning and designing work necessary for construction and renovation projects.

Erects, moves, and works from scaffolding and ladders; attends to the need for safety precautions.

Performs skilled roof, ceiling, and door and door hardware functions.

Repairs drywall and moves or makes alterations to walls.

Makes and repairs cabinets. Repairs furniture.

Replaces floor tile.

Installs and repairs glass, as needed.

Cleans and maintains equipment, tools and supplies.

Performs fire extinguisher inspections and replacements, locker repairs and lock and key work.

## **CARPENTER II**

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration .

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by vocational training in maintenance trades and 3 to 5 years of experience in painting or building maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **LOCKSMITH LICENSE**

All Carpenters are required to have and maintain a North Carolina locksmith license. If you do not have a locksmith license, you must obtain such a license within 12 months of the start of your employment.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

## CARPENTER II

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate a motor vehicle (i.e., tractors, bobcats). Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, blueprints, work orders, invoices, etc. Requires the ability to prepare correspondence, evaluations, reports, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to apply the theories of geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Some knowledge of all building trade skills.

Skill in the use and care of a variety of hand and power tools necessary to perform carpentry work.

Ability to prioritize tasks and assign workers as appropriate.

Ability to understand and work from blueprints and specifications.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.