

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

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

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs semi-skilled carpentry tasks in an effort to ensure the safe and efficient operation of fixtures, apparatus, and other elements in the trade area and to properly maintain and repair school facilities. Examples of work include building and repairing frameworks, supports, and simple wooden articles. Work also includes repairing roofs and ceilings, doors, walls, cabinets, furniture, and floor tiles. Work involves performing potentially hazardous tasks such as erecting scaffolds and ladders. The employee is given specific instructions for work to be done and a higher level employee is generally available to assist in solving any problems that may arise. Reports to Zone Chief and/or Carpentry Foreman. Follows general leadership of Carpenter II on difficult procedures.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Gathers materials to be used.

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

Performs semi-skilled roof, ceiling, and door and door hardware repair functions.

Assists in the repair of drywall and moving or altering of not-load bearing walls.

Assists in making and repairing cabinets.

Replaces floor tile.

Measures and marks materials for cutting.

Cuts and drills wood and other materials using hand and power tools.

Joins materials with nails, screws or glue.

Checks accuracy of work with levels, rulers and measuring tapes.

Cleans and maintains equipment, tools and supplies.

Cuts and installs glass as needed.

Conducts fire extinguisher inspections and replacements.

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Performs locker repairs.

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

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

Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.

Must have general 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, and 1 to 2 years of experience in building maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

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.

### **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

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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 receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, blueprints, etc. Requires the ability to prepare correspondence, 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.

**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.

**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.

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

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

Some 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 follow oral and written instructions.

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.