



CARPENTER

Purpose Statement

The job of Carpenter was established 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 position reports to the Carpenter Foreman.

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 foreman and/or 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.
- Inspects facilities and new construction for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. Repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Remodels office and work space including partitions, paneling, drywall, metal stud walls, flooring/ceiling tiles, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs roofs, roof sections, bleachers, and theatre seating for the purpose of ensuring District sites are maintained in 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 emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade those skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment/power tools used in facilities 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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in 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 job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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; working with constant interruptions; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under all temperature variations and in a generally hazard free environment.



EXPERIENCE: Minimum 4 years' experience in carpentry.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
Valid TN Driver's license & evidence of insurability

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
None Specified

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified