

CARPENTRY CRAFTSMAN I

GENERAL RESPONSIBILITIES

Assist in the maintenance, repair, modification, installation and construction of wooden and related structures in school buildings.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Install and maintain windows, locks, flooring, tile and a variety of wooden structures.
- Assist in layout of work and material preparation.
- Assist in performance of carpentry work involving maintenance, repairs, or alternations.
- Repair and replace doors, locks, windows, window frames, and sashes as directed.
- Make and repair screens; remove and install ceramic tile.
- Repair partitions and covers with dry wall or paneling.
- Install cover base molding; remove and install carpeting.
- Perform standard masonry functions, e.g., build forms and finish new concrete.
- Operate all necessary woodworking machinery.
- Repair stage curtain hardware and cable.
- Install window blinds; fabricate and install steps and ramps.
- Assist in the installation of ceramic tile floors, walls, and vinyl sheet goods.
- Resurface counter tops; repair and replace door locks.
- Install chalkboards and bulletin boards.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the common practices, tools, terminology and safety precautions of the carpentry trade; some knowledge of the use and characteristics of common building materials; some knowledge of plumbing and electric methods, tools and procedures; skill in the use of carpentry tools and wood working equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

Graduation from high school and some experience in carpentry work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 6/00
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