

Maintenance Carpenter

Purpose Statement

The job of Maintenance Carpenter is done for the purpose of providing carpentry services with specific responsibility for guiding assigned workers; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and replacement needs; assisting in training Maintenance Workers as needed; installing, repairing, and building items; and supporting other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Builds a variety of items for the purpose of modifying and adapting facilities to address specific needs.
- Confers with immediate supervisor regarding the coordination of day to day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of District buildings and facilities.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Implements assigned programs and projects for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and status of work orders for the purpose of accurate decision making, taking appropriate action, and complying with health and safety regulations.
- Inspects completed work for the purpose of ensuring quality of work standards are met and identifying preventive maintenance needs.
- Installs a wide variety of items for the purpose of providing a safe and workable environment while meeting the needs of the District and its stakeholders.
- Maintains a variety of work-related items for the purpose of ensuring availability and functionality in safe operating condition.
- Participates in meetings as assigned for the purpose of conveying and gathering information required to perform job functions.
- Prepares reports for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of requires items in order to complete jobs efficiently.
- Makes a variety of proposals for the purpose of addressing department goals, objectives, and work-related needs while complying with safety standards.
- Repairs a wide variety of District items for the purpose of ensuring functional working and learning environments.
- Researches work-related topics for the purpose of gathering information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports tools, equipment, and supplies for the purpose of ensuring their availability 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.

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: adhering to safety practices and procedures; assembling and repairing office and classroom equipment; assembling and repairing playground equipment; estimating required resources; inspecting buildings and grounds; inspecting equipment; operating job related equipment; preparing working drawings; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: codes, laws, rules, regulations, and policies; safety practices and procedures; and journeyman level carpentry practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types 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 to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Journey level experience within this trade is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level carpenter.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 9