



Flour Bluff Independent School District Job Description

JOB TITLE: Head Carpenter/Skilled Maintenance

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Maintenance Supervisor

DATE REVISED: 12/06

PRIMARY PURPOSE:

- Under general supervision, perform skilled work in construction, alternation, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures and furniture in attractive and safe condition.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED

Special Knowledge/Skills:

- Knowledge of equipment, materials, methods, practices, and tools uses in carpentry.
- Ability to use hand and power tools.
- Ability to follow written and verbal instruction.
- Ability to read blueprints and diagrams.
- Ability to measure and perform mathematical computations.
- Ability to work independently.

Experience:

- Five years' experience as skilled carpenter.

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair:

1. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work order.
2. Select material and hardware and make time and materials estimates.
3. Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
4. Construct and repair outdoor equipment including playground equipment, fences, gates, bleachers, etc.
5. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
6. Receive and complete work orders.
7. Maintain accurate records on material and labor used.
8. Maintain inventory of district-owned tools, equipment, and materials.
9. Inspect jobs upon completion and ensure areas are clean and remove scraps and lumber as needed.
10. Work with building principals and supervisors to complete projects.
11. Respond to emergency calls as needed.

Safety:

12. Perform preventive maintenance on tools and equipment.
13. Operate tools and equipment according to established safety procedures.
14. Ensure that equipment is in safe operating condition.
15. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

17. Maintain good working communications with co-workers and other staff members.
18. Maintain good attitude in difficult situations.
19. Help maintain cohesiveness among employees.
20. Perform duties in a timely and organized manner.
21. Project a professional image through demeanor and dress.
22. Comply with Maintenance/Transportation Department policies and procedures.
23. Comply with policies and procedures as outlined in employee handbook and addendum.

24. Maintain regular and reliable attendance.
25. Adhere to proper channels when communicating ideas, problems, etc.
26. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van.

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.