EMPLOYEE NAME: ____________________________

Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 6/18

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**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Carpenter I</th>
<th>JOB CODE: 456G</th>
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<tbody>
<tr>
<td>DIVISION: Operational Support</td>
<td>SALARY SCHEDULE: Classified Hourly</td>
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<tr>
<td>DEPARTMENT: Maintenance Services</td>
<td>WORK DAYS: 258</td>
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<tr>
<td>REPORTS TO: Supervisor, Maintenance Services</td>
<td>PAY GRADE: Rank G (NW07)</td>
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<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Bi-Weekly</td>
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**PRIMARY FUNCTION:** Takes direction from and supports the Carpentry Foreman in the completion of assigned carpentry and renovation work requests.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: Valid Georgia driver’s license
3. Experience: 1 year experience in carpentry trade
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
5. Knowledge, Skills, & Abilities: Written and oral communication; computer skills; proficient in all areas of carpentry including preventive and demand maintenance of commercial buildings and remodeling, the installation of designated school structures and equipment; ability to correctly and safely operate all tools, County vehicles and equipment.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Promotes good relations and displays a positive image with customers, the public and peers.
3. Provides periodic 24 hours a day, seven days a week on-call support.
4. Takes direction from the Carpentry Foreman and accurately completes all assigned tasks in a timely fashion.
5. Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
6. Maintains the proper parts inventory on their District vehicle to meet the majority of assigned maintenance work requests. Promptly returns any parts overages to inventory.
7. Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
8. Initiates and completes assigned projects in a timely and accurate manner.
9. Reads blue prints, schematics and building plans.
10. Recommends types of equipment and supplies for purchase.
11. Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
12. Performs other duties as assigned by appropriate administrator.

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Signature of Employee ____________________________ Date ____________

Signature of Supervisor ____________________________ Date ____________