JOB DESCRIPTION

POSITION TITLE: Carpenter II  
JOB CODE: 456D

DIVISION: Operational Support  
DEPARTMENT: Maintenance Services

REPORTS TO: Supervisor, Maintenance Services  
FLSA: Non-Exempt

SALARY SCHEDULE: Classified Hourly  
WORK DAYS: 258

PAY GRADE: Rank D (NW04)  
PAY FREQUENCY: Bi-Weekly

PRIMARY FUNCTION: Provides support to the Maintenance Supervisor and Foreman in the completion of assigned advanced carpentry and renovation work while providing leadership and training to designated carpenters.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: Valid Georgia driver’s license
3. Experience: 2 years of 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. Provides direction to assigned carpenter or maintenance helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
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 the District vehicle to meet the majority of assigned maintenance work requests. 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. Plans, stages and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
9. Initiates and completes assigned projects in a timely and accurate manner.
10. Reads blue prints and building plans.
11. Recommends types of equipment and supplies for purchase.
12. Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________________
Signature of Supervisor __________________________ Date ____________________