



EMPLOYEE NAME: _____

Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 6/18; 11/23

JOB DESCRIPTION

POSITION TITLE: Carpenter I	JOB CODE: 456G
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank G (NW07)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Takes direction from and supports the Carpentry Foreman in the completion of assigned carpentry and renovation work requests.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE 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 operate all tools, County Vehicles and equipment correctly and safely.

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 blueprints, 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.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____