



EMPLOYEE NAME: _____

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

JOB DESCRIPTION

POSITION TITLE: Carpenter II	JOB CODE: 456D (TRS Eligible)
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank D (NW04)
FLSA: Non-Exempt	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.	
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: 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 blueprints 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 _____