

**Jordan School District
CLASSIFIED JOB DESCRIPTION**

Job Title: Facility Carpenter Senior (W17)	Job Family: 06
Department: Facility Services	Lane Placement: 10
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
ADA Review: <u>[Signature]</u>	Date: <u>7-2-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>7/7/15</u>
Original date: <u>05/83</u> Revised: <u>01/05</u> Revised: <u>04/10</u> Revised: <u>07/15</u>	

GENERAL FUNCTION

Under the supervision of the Director of Facility Services and coordinator, the **Facility Carpenter Senior** coordinates, directs and performs journey-level carpentry work for District remodels, repairs, capital outlay projects and new construction projects. Incumbent organizes and coordinates the work of carpentry employees. Incumbent orders materials needed, schedules the work and checks on completion.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate, direct and perform journey-level carpentry work for District remodels, repairs, capital outlay projects and new construction projects.
- Receive daily work assignments. Plan, organize, prioritize and direct the work of assigned carpentry personnel. Organize assigned carpentry crews, tools, materials and equipment to meet demands of work assignments.
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- Perform project inspection to ensure on-time project completion, quality craftsmanship and safety standards and procedures are followed in accordance with specifications.
- Provide training to carpentry employees and arrange for special equipment training.
- Provide input into employee evaluations, hiring and assist in solving personnel problems.
- Coordinate with other trades and contractors to ensure project progression and completion. Interface with vendors on parts and supply ordering.
- Provide input concerning equipment purchases. Assist with project labor and material costs. Assists with estimates of project applications and costs as requested.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury. Supervise the safe use of equipment by others, as well as the safety training of employees, including the environment in which they work.
- Shift work and on-call duties may be required. May respond to facility emergencies.
- Provide support services to other facility areas as needed.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Required to attend scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum of six years of work related journey level experience in carpentry, cabinet making or related experience with demonstrated competence.
- The completion of formal accredited classroom training or apprenticeship appropriate to the carpentry trade is preferred.
- Supervisory experience preferred. Basic computer skills required.
- Requires a basic knowledge of State and city building codes and ADA codes.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators. Students are frequently close by as work is being performed.
- Job requires trade skills appropriate to the supervision of journey level employees. Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, tools and equipment used to diagnose, repair, construct, and perform trade related work.

Physical Requirements – Not limited to the following:

- Frequent sitting (up to 8 hours continuously).
- Occasional standing, climbing ladders, working in awkward positions and sustained bending, squatting, kneeling, stooping and hearing.
- Occasional push/pull of 100+ pounds, floor to shoulder awkward lifting up to 120 pounds, gripping up to 75 pounds and carrying up to 120 pounds.
- Occasional overhead work up to 30 minutes continuous.
- Occasional near and far visual acuity and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.