

**Jordan School District
CLASSIFIED JOB DESCRIPTION**

Job Title: Facility Carpenter (W34)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title:	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></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, facility coordinator and facility carpenter senior, the **Facility Carpenter** performs carpentry specific tasks to help in the fabrication, maintenance, remodel and repair of areas in and around District facilities, including building cabinets, install or match hardware, trim, molding, countertops, sheetrock, tile, etc.

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

ESSENTIAL FUNCTIONS

- Perform carpentry specific tasks to help in the fabrication, maintenance, remodel and repair of District facilities.
- Verify work orders, layout/design task, order appropriate materials and complete job.
- May perform one or more of the following specific tasks as assigned (e.g. design, build, paint/ lacquer and install cabinets and counter tops; classroom portable repair, including skirting, soffit, siding, fascia, gutters, structural items and flooring; ceiling tile and metal grid work; door and hardware, including doors, jams, mullions, thresholds, closers and hinges; build and install ramps, stairs, hand rails; concrete work, including tear out, grade, prepare and finish flat work and curbs; etc.)
- Locate and orders parts and materials used to complete work assignments.
- Complete assignments in a cost efficient and timely manner.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- May train and direct other maintenance employees as assigned.
- Will be called to respond to routine and emergency duties as required.
- Provide support service to other facilities areas, as needed.
- On call duties as assigned. Shift work may be required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Required to attend all 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 four years previous work experience with demonstrated competence in carpentry, cabinet making or related field. Formal apprenticeship or trade-specific educational experience may be included. Completion of a formal trade-specific program is preferred.
- Must demonstrate competence in reading, writing and math.
- Basic computer skills required. Knowledge of metric to standard calculations
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires a basic knowledge of State and city building codes and ADA codes.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- 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 carpentry related work.

Physical Requirements – Not limited to the following:

- 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.
- Work may involve some hazard in the possible exposure to electrical shock.

- 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.