

**Job Title:** Carpenter I



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 16

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to perform a wide variety of semi-skilled and skilled maintenance, repair, and fabrication work in the carpentry trade.

## **ESSENTIAL JOB FUNCTIONS**

- Performs routine and moderately complex maintenance and repairs on structures, facilities, furniture, and other school property in the carpentry trade; coordinates and instructs the work of skilled trades assistants.
- Installs, fabricates, and performs general carpentry maintenance and repairs of school structures and property, e.g., counters, laminate, bleachers, benches, furniture, cabinetry, paneling, partitions, windowsills, interior and exterior trim, woodwork, glass, mirrors.
- Constructs walls, roofs, floors, and subfloors, cabinets, bookcases, shelves, etc. Builds and installs chalk boards, bulletin boards, handicap ramps, porches.
- Performs various skilled and semiskilled carpentry tasks, e.g., hangs ceiling frames and installs acoustical ceiling tiles; installs and replaces ceiling tile, floor tile, and sheet plastic wall coverings; installs and removes marker boards, tack boards, and chalkboards; hangs doors; installs shelving and framework; installs and repairs dry wall.
- Fits and installs window frames, doors, doorframes, weather-stripping, interior and exterior trim, and finish hardware.
- Designs, fabricates, and installs wooden ramps and bridges in accordance with ADA regulations and standards.
- Renovates portables and classrooms, installs new roofing, subdivides classrooms, replaces flooring, wall paneling, sheetrock, and trim.
- Plans, designs, and prepares paperwork for all facets of carpentry construction projects.
- Maintains various records and reports, e.g., records work order logs, maintains inventory of materials, evaluates and prepares cost estimates for various projects.
- Reads and interprets blueprints, sketches, or building plans for information pertaining to type of material required and dimensions of structure or fixture to be fabricated.

- Assists other trades workers with special projects involving carpentry work; constructs wooden forms for pouring concrete.
- Notifies environmental services of potential asbestos containing areas; performs all work in compliance with all applicable codes, standards, and regulatory requirements.
- Operates various automobiles and transport vehicles, e.g., utility trucks and vans, LPG powered lifting equipment, forklift, scissor lift, boom lift.
- Performs inspections of contractors' work.
- Assists in HVAC installations.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Four (4) years of commercial experience in skilled carpentry work.
- Trade School Certification required.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of advanced mathematics (geometry).
- Requires the ability to use power and hand tools and any equipment and machinery of the specialty area.
- Requires the ability to plan and accomplish assigned jobs.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use or repair small/light equipment, such as power tools, medium equipment and machinery, such as vehicles or commercial mowers, heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, bend body downward and forward by bending spine and knees, and is frequently required to lift and/or move in excess of 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**