

MAINTENANCE WORKER/CARPENTRY

Purpose Statement:

The job of Maintenance Worker/Carpentry is done for the purpose/s of maintaining the school in a condition of operating excellence so that full educational use of it may be made at all times; maintaining a preventive maintenance program; performing skilled carpentry and locksmith maintenance to resolve immediate operational and/or safety concerns.

Essential Functions

- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities.
- Builds a variety of items (e.g. cabinets, storage units, door frames, window frames, ramps, steps, railings, wall paneling, door closures, etc.) for the purpose of producing required cabinetry and furnishings and/or ensuring that items are in safe working condition.
- Coordinates with other trades for the purpose of completing projects and work orders efficiently.
- Estimates time and materials for various items (e.g. doors, locks, latches, plywood, lumber, etc.) for the purpose of maintaining stock and materials for construction and maintenance of facilities.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components (e.g. mirrors, pictures, tack strips, signs, chalkboards, bulletin boards, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Prepares documentation (e.g. cost estimates, requisitions, drawings, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Repairs various items, systems and/or components requiring skills of maintenance trades (e.g. all locks on file cabinets, desk cabinets, pad locks, door closures, door locks and existing devices, flooring, floor tiles, carpet door frames, doors, window frame, stairs, wall paneling, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. chairs, tables, tools, equipment, etc.) for the purpose of ensuring the availability of materials required at job site or at building site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in carpentry and locksmith trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in rough and finished carpentry work, alteration and repair work; pertinent building codes; safety practices and procedures

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 28