

CARPENTER

SUMMARY/SCOPE/GOAL

Complete assigned work at an appreciate or journeyman level in carpentry repair and construction throughout the facility and grounds.

QUALIFICATIONS

CARPENTER I

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Six (6) months experience in common carpentry applications.
 - **Or** - Vocational certificate from an accredited institution.

CARPENTER II

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Four (4) years journeyman level field experience in carpentry applications.
 - **Or** - Two (2) years' experience with an approved vocational certificate.

CARPENTER III

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required.
- Six (6) years journeyman level field experience in carpentry applications.
 - **Or** - Four (4) years' experience with an approved vocational certificate.

CARPENTER I & II & III

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

Career Ladder position may be advertised under the PAR title code where the level is determined by credentials of the candidate recommended for hire. Movement between levels is predicated on the achievement of prescribed and tangible credential advancement of the individual, pre-approved budget, and written documentation that justifies the department need. Additionally, any requested movement must be recommended by the department Director (additional considerations include employee performance, skill mastery, employee initiative, and the individual's accountability in growing their own knowledge base), as well as the recommendation of the Cabinet Level Approver. All recommendations must further be approved through Budget and Human Resources leadership.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Make installations/repairs to common carpentry applications.

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2. Ability to use industry accepted tools and equipment of the carpentry trade such as saws, levels, tape measures, squares, and other assorted hand tools.

Additional Essential Functions for Level II

3. Lay-out, cut, fit, and join lumber to construct the wooden framework for structures, walls, roofs, floors, and partitions.
4. Measure, saw, and erect sheathing for walls and roofs.
5. Install door and window frames.
6. Saw, fit, nail, or glue interior trim; install interior fittings such as cabinets, shelving, and bookcases.
7. Build porches, platforms and stairways, and erect temporary structures.
8. Maintain and repair wooden parts of buildings such as screens, doors, frames, steps, and stairways.
9. Prepare material lists, make simple field drawings, keep simple records, and maintain appropriate paperwork.

Additional Essential Functions for Level III

10. Prepare surfaces for applications of plastic laminates and apply the same.
11. Inspect buildings and other structures to determine needed repairs and materials required for repairs.
12. Provide on-call services pursuant to the on-call schedule.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of basic carpentry methods, practices, **TOOLS**, and materials. Good understanding of and ability to make repairs and do construction consistent with the carpentry trade. Ability to construct, redesign, and assemble numerous types of wood equipment and to adapt standard plans and specifications. Ability to follow complex directions, both written and verbal. Ability to read, interpret, and understand blueprints, drawings, and specifications pertaining to carpentry trade. Ability to make some decisions relative to job, make materials lists, and do take-offs. Ability to review plans and specifications for furniture/cabinet construction with customer for whom the article is intended and incorporate their needs into the design. Ability to order parts and materials and procure needed equipment. Ability to process work-orders electronically. Ability to relate to supervisors and subordinates' issues relative to job.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

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Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(H) HEAVY WORK

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county rarely.

FOR HR USE ONLY:

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|-------------------------|---------------------|-------------------------|--|
| DIVISION: | Facilities Services | DEPARTMENT: | Facilities Services |
| TITLE CODE: | L7131, L7132, L7133 | CONTENT BY: | Associate Superintendent – Facilities Services |
| GRADE: | 23, 24, 25 | COMPENSATION: | Human Resources |
| UNIT: | 1010 CORE | LABOR RELATIONS: | Karyle Green, Ed.D. |
| LAST BOARD APVD: | 04/26/2016 | CLASSIFICATION: | Beth Thedy, Ed.D. |
| SCHEDULE: | 8 Hrs. – 12 Mos. | | |

| REV: | DATE: | REVISION CONTROL: | INITIATED BY: |
|---------------------------|------------|---|-------------------------------|
| Level I | | | |
| 1.0 | 12/14/99 | Initial Release | Facilities Services |
| 2.0 | 04/26/16 | REVISED | Facilities Services |
| Level II & III | | | |
| 1.0 | 12/14/99 | Initial Release | Facilities Services |
| 1.1 | 08/13/15 | REVISED | Facilities Services |
| 2.0 | 04/26/16 | REVISED | Facilities Services |
| Combined | | | |
| 3.0 | 07/01/20 | REVISED: New format. Combined levels into one document. | Human Resources |
| 3.1 | 12/16/2021 | Removed special diploma, update physical requirements to ADA format, add schedule | Ellie Kelly – Human Resources |
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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.