

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **CARPENTER**

**Reports to:** Director of Maintenance & Operations  
**Classification:** Classified  
**FLSA Status:** Non Exempt  
**Terms of Employment:** 12 month according to Board Policy  
**Evaluation:** Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
**Compensation:** Reviewed and established annually by the Board of Education

### **JOB SUMMARY**

- Under direction, to perform skilled carpentry work in the alteration, repair, and construction of equipment and structures.
- To perform semiskilled and skilled tasks in other maintenance trade areas.
- To do other related work as required.

### **PERFORMANCE RESPONSIBILITIES**

- Alter, repair, inspect, and construct articles and structures of wood, including partitions, counters, doors, window frames, scaffold forms, and fences.
- Construct and repair furniture, equipment, and wooden fixtures.
- Perform milling and finished cabinet work.
- Maintain and repair the woodwork in school facilities and buildings.
- Lay and repair floors and floor tiles.
- Build closets, stairways, bookcases, and shelving.
- Fit and install doors, windows, sashes, and screens.
- Operate saws, lathes, planers, shapers, joiners, sanders, band saws, and other woodworking equipment.
- Sharpen, maintain, and service hand and machine tools and various woodworking equipment.
- Perform glazing and roof repair functions.
- Plan, organize, and lay out assigned tasks.
- Estimate labor and material costs.
- Requisition, order and maintain an adequate inventory of supplies and materials.
- Drive and service vehicle to and from work sites.
- Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned and operated by the district.
- Determines which repair jobs may be performed by carpenters, custodians, and maintenance workers on the staff and which must be performed by outside contractors, and advises the maintenance director accordingly.
- Preventative maintenance.

### **EDUCATION AND/OR EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Experience: Two years of experience as a journey level carpenter
- Education: Equivalent to the completion of the twelfth grade, supplemented by coursework or training in woodworking, carpentry, and other related trade areas.

### **REQUIREMENTS**

- Possession of a valid Nebraska Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

### **REQUIRED KNOWLEDGE AND SKILLS**

- Materials, tools, and procedures used in performing a variety of woodworking, glazing, and repair tasks.

- Basic qualities and uses of woods and other related construction materials.
- Building code requirements and the requirements of the State pertaining to school facility construction, maintenance, and repair.
- Safe working methods and procedures.
- Skillfully use and maintain tools and equipment in performing rough and finished carpentry, glazing, and roof repair.
- Plan, organize, and lay out carpentry tasks.
- Accurately estimate labor and material costs.
- Work from blueprints, shop drawings, and sketches.
- Maintain simple records and prepare complete and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

<b>Physical Requirements Carpenter</b>		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous – over 66% of time E
<b>E = Essential</b> <b>NE = Non-Essential</b>						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running		X			
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		

Shoulder to overhead		X			
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder		X			
Shoulder to overhead		X			
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds		X			
26. Over 90 pounds		X			
<b>Carrying</b>					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds			X		
29. 51 to 75 pounds		X			
30. 76 to 90 pounds		X			
31. Over 90 pounds		X			