

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CARPENTER

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five years experience as a carpenter.
- (3) Valid Florida Driver's License.
- (4) Ability to read blueprints and schematics.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill to build structures from blueprints and schematics. Knowledge of all State statutes, Department of Education regulations and School Board Codes related to construction, health and safety. Ability to work as a team member. Knowledge of and skill to use and maintain tools of the trade.

REPORTS TO:

Director, Maintenance

JOB GOAL

To maintain the physical facilities in the District in good condition and to provide a safe, healthy and attractive facility for employees and students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Repair, renovate or remodel facilities as needed.
- * (2) Install and / or repair windows as needed.
- * (3) Replace ceiling and floor tiles as required.
- (4) Maintain key system for the District.
- * (5) Maintain tools and equipment necessary to perform duties.
- * (6) Inventory tools and materials.
- (7) Requisition materials and supplies for jobs in progress.
- * (8) Provide Director, Maintenance with information needed to develop budget for fiscal year.
- (9) Supervise maintenance helpers / assistants to ascertain their work is in accordance with plans.
- *(10) Perform construction duties in accordance with blueprints, codes and regulations.
- (11) Assist other tradesmen or perform carpentry duties in conjunction with other trades.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule