

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Carpenter / Painter

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Constructs, repairs, and maintains structures such as furniture, equipment, partitions and other components of the school district's buildings using hand and power tools as assigned. Performs general maintenance activities as directed. Reports to the Director of Facilities Management.

### ESSENTIAL FUNCTIONS

Responds to maintenance requests via computerized work order system and completes tasks, records action taken, with limited supervision. Skillfully performs a variety of general maintenance, repair, overhaul and construction duties in school/district buildings. Installs and repairs doors and door hardware, repairs and/or installs cabinets, shelves, racks, partitions, various types of flooring, ceiling tile and related fixtures.

Also responds via work order system to various painting projects throughout the district. These activities include but are not limited to interior and exterior painting, wall covering repair and/or installation, parking lot striping, athletic field equipment.

Is effective in the repair of articles of furniture such as cabinets, chairs, storage fixtures and office equipment and repairs loose or broken joints. Is competent in repairing or replacing windows, doors, ceiling and floor tiles, and various wall coverings. Is capable of working from blueprints and drawings in constructing and repairing woodwork. Interprets and applies plans, blueprints, work orders, specifications and sketches.

Operates various millwork tools and equipment such as a table saw, router, planer, drill press, sanders, hand tools, stud guns, nail guns, etc.; monitors all carpentry equipment to ensure necessary and timely maintenance.

Operates a vehicle as required.

Will be required to become certified to perform periodic Asbestos Management Plan inspections and perform all necessary inspections as a part of the district's management plan. (Will require attending appropriate training classes.)

Estimates material requirements for projects and submits purchase requisitions for same; works with vendors/suppliers as required.

Assists in plumbing, electrical and locksmith repairs as needed with other Facilities Management staff members. Performs additional duties as assigned.

### JOB SPECIFICATIONS

#### Education and Experience:

High school graduate with vocational/technical training in carpentry and painting and general building maintenance and five to seven years of experience in carpentry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid S.C. driver's license.

#### Knowledge:

Knowledge of the practices, policies, and procedures of the school district. Extensive knowledge of the practices, procedures, materials and supplies of the carpentry trade. Knowledge of the occupational hazards and safety precautions of the carpentry trade. Knowledge of the tools and equipment used in carpentry work. Knowledge in applying sketches, plans, blue prints, and work orders for completion of carpentry work.

#### Skills/Effort:

Ability to complete assigned work with limited supervision. . Ability to understand and follow detailed oral and written directions. Must possess the capability to operate Microsoft based computer programs (word, excel, etc) and communicate via email. Ability to operate and/or utilize carpentry equipment/materials such as saws, drill presses, routers, sanders, etc. Skill in performing preventive maintenance, installation, and repair operations incidental to regular duties and/or areas of assignment. Skill in the use of standard hand tools. Skill in reading, interpreting and applying plans, specifications, and blueprints. Ability to communicate effectively with immediate supervisor, staff, and other groups and individuals involved in daily activities.

Must possess the ability to communicate with school administrators, faculty and staff in a courteous, professional manner.

**Working Conditions:**

Work is conducted both indoors and outdoors with exposure to discomforting environmental conditions such as heat, cold, humidity, dusts, wetness and heights. Physical demands include heavy physical effort (lifting/carrying up to 50 lbs.). Prolonged, extensive, or considerable standing, walking, pushing/pulling or moving/lifting heavy equipment or supplies is required. Manual dexterity and mobility, and considerable reaching, stooping, bending, kneeling, crouching is necessary. Routine local travel required. Work requires the operation of a vehicle, carpentry equipment, machinery and tools, and involves work requiring constant attention.

Will be required to wear a district provided uniform with district logo. Will also wear visible name badge.

**Responsibility:**

No budgetary responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_