

# CARPENTER II

## Job Description

### **Qualifications:**

1. Must have a high school diploma, GED certificate, or TASC completion certificate.
2. Physically and mentally alert.
3. Demonstrated ability to get along with people.
4. Ability to read, write, compute, and communicate.
5. Possess the skills typically used by a carpenter.
6. Successful completion of the State Competency Test for Carpenter II.
7. Hold a valid driver's license.

**Immediate Supervisor:** Supervisor of Maintenance

### **Duties and Responsibilities:**

1. Maintain and upgrade job related skills.
2. Establish a good working relationship with other employees.
3. Maintain positive work habits.
4. Perform duties efficiently and productively.
5. Perform carpentry tasks in the construction of new facilities and/or renovation/remodeling of existing facilities. Tasks include but are not limited to:
  - a. Constructing forms for concrete.
  - b. Framing structures and constructing miscellaneous projects including shelving.
  - c. Installing doors and windows including the installation, replacement and repair of all related hardware (e.g., doorknobs, latches, hinges, panic bars, door closers).
  - d. Performing finish work, such as installing trim, applying stains and finishes, and measuring and installing window finishes (e.g., blinds).
  - e. Installing/repairing vinyl flooring and ceramic tiles used on walls and floors.
  - f. Installing bathroom partitions.
6. Perform other tasks assigned by the Supervisor of Maintenance or Assistant Superintendent.