

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Carpenter **Job Code:** 81029  
**Job Classification:** 17 Skilled Crafts Workers **EEO Line:** 53  
**Job Class Category:** Educational Support Personnel **Job Description Supplement Code:** 8  
**Reports to:** Director, Maintenance Department **Salary Locator:** Classified Schedule

### SUMMARY:

Knowledge of materials, methods and the tools involved in the construction or repair of District facilities.

### QUALIFICATIONS:

- (1) High School Diploma or General Education Degreed (GED)
- (2) Five years' experience as a carpenter
- (3) Valid Florida Driver's License and acceptable driving record
- (4) Ability to read blueprints and schematics
- (5) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system (if applicable).
- (3) Skill to build structures from blueprints and schematics. Build required items including specialty furniture.
- (4) Knowledge of State statutes, Department of Education regulations and School Board codes related to construction, health and safety.
- (5) Knowledge of arithmetic, algebra, geometry and their applications.
- (6) Knowledge of design techniques, carpentry tools and building maintenance
- (7) Ability to operate required equipment in a safe and responsible manner
- (8) Effective verbal, listening, communication and time management skills.

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Framing and installation of doors and windows
- (3) Repair, renovate or remodel facilities as needed
- (4) Maintain carpentry tools and equipment necessary to perform duties. Inventory tools and materials.
- (5) Perform administrative duties such as requisitioning materials and supplies and keeping a log of work orders.
- (6) Shape or cut materials to specified measurements, using hand tools, machines or power saw.
- (7) Supervise maintenance helpers/assistants to ascertain their work in accordance with plans.
- (8) Perform construction duties in accordance with blueprints, codes and regulations.
- (9) Assist other tradesmen or perform carpentry duties in conjunction with other trades.
- (10) Follow established safety rules and regulations and maintain a safe and clean working environment
- (11) Perform other incidental tasks consistent with the goals and objectives of this position as directed

### 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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

June 2005

Amended: May 20, 2014