

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CARPENTER

SALARY SCHEDULE: SSP10

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of two (2) years approved carpentry training and five (5) years experience; or, a total of seven (7) years verifiable experience as a carpenter.
- (3) Possess a valid state of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive people skills. Skill to read blueprints and planning documents. Skill in operating hand tools and power equipment. Understand layout techniques. Knowledge of requisition process for supplies and materials. Skill to perform the simple and complex functions of carpentry. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

<p>JOB GOAL</p>

<p>To provide professional carpentry services to site locations in a cost-effective manner.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform all general carpentry duties relative to new construction, repair, renovation and maintenance needs.
- * (2) Analyze problems and develop solutions which provide for successful completion of projects.
- * (3) Operate all craft associated tools and equipment in a safe and productive manner.
- * (4) React promptly and efficiently to all emergency situations.
- * (5) Maintain accurate records; such as, work orders, inventory files and travel.
- * (6) Keep supervisor informed about needs, concerns and achievements of the department.
- * (7) Keep abreast of current practices, materials and equipment in the carpentry trade.
- * (8) Utilize blueprints and other planning documents to efficiently and effectively complete projects.
- * (9) Requisition supplies, materials and equipment needed for projects.
- * (10) Communicate effectively with all site staff to ascertain the needs and expectations of staff are met.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Provide for a safe and secure workplace.
- * (13) Model and maintain high ethical standards.
- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Maintain confidentiality regarding school matters.
- * (16) Maintain positive relationships with staff and vendors.

- * (17) Participate in workshops and training sessions as required.
- * (18) Communicate effectively with staff and vendors.
- * (19) Respond to inquiries and concerns in a timely manner.

CARPENTER (Continued)

- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) 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.

Job Description Supplement No. 01

*Essential Performance Responsibilities