

FAIRFIELD PUBLIC SCHOOLS

Title: Grade 17-Carpenter

Job Purpose Statement: Employees in this classification perform skilled trades work in the maintenance, repair, construction and alterations to and within Board of Education facilities. The Grade 17-Carpenter performs manual work of greater than average difficulty and responsibility and skilled tasks that follow established procedures. Job assignments are in the form of written and/or oral instructions, as well as drawings, sketches and blue prints. Work is performed under supervision and reviewed upon completion.

Supervision Received: Receives general and task supervision from the Maintenance Supervisor or Manager of Facilities.

Supervision Exercised: None

Essential Job Functions:

General carpentry in construction, alterations, maintenance and repair of structural woodwork and equipment in the interior and exterior of buildings.

Repairs and constructs partitions, floors, roofs, stairs, doors, windows, etc.

Performs bench work in skilled carpentry including but not limited to cabinet making, counters, tables, etc.

Installs, maintains, and repairs building hardware including, but not limited to, doors, windows, lockers, cabinets, etc.

Installs, maintains, and repairs office, classroom and athletic equipment/furniture/fixtures.

Inspects work site to determine materials, equipment, tool requirements and methods to be used for job. Plans, lays out, assembles and installs materials, equipment and fixtures as determined by the scope of the work.

Responds to departmental requests which can include securing and installing office equipment and shelves.

Obtains permits as needed.

Performs other related duties as assigned.

Incidental Job Functions: Operates hand and power tools and equipment common to the trade of carpentry during the performance of day-to-day job responsibilities. Lifts, carries, push and pulls a variety of materials.

Knowledge, Skills and Abilities: Thorough knowledge of standard practices, methods, tools and materials of carpentry. Thorough knowledge of the occupational hazards and safety precautions of the carpentry trade. Ability to work from detailed sketches, drawings and blueprints is required. Skill in the use of carpentry hand and power tools. Ability to follow oral and written instructions. Must be able to effectively multi-task.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and /or its equivalent. Minimum of 5 years experience in carpentry or related work. Must possess a valid Connecticut Motor Vehicle Operator's License and a clean driving record. Must be able to follow verbal and written instructions. College credits a plus.

Physical Exertion/Environmental Conditions: . Must be able to climb ladders and carry tools and materials. Ability to work in confined spaces for extended periods of time; this

may require stooping, bending and/or kneeling. Must be able to work from ladders, scaffolds, roofs and multi-structured buildings. Ability to lift 75 pounds of weight. Some degree of stress in interacting with staff members, diagnosing problems and meeting deadlines.

Bulletin: The Grade 17- Carpenter must be able to think quickly and respond fast to requests. He/she must be flexible, with a high energy level, good physical endurance and have effective organizational and interpersonal skills. The Carpenter must be a self-starter, who also takes direction and constructive criticism well from his/her supervisor(s) and is comfortable working with and for others.

LB

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