



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Carpenter
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs
Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform skilled work involving both rough and finished carpentry work, including the construction, erection, installation and repair of structures and fixtures of wood, plywood, wallboard and acoustical materials. This involves the use of carpenter's hand tools and power tools and conforming to blueprints and specifications.

Essential Functions of this Job

Studies blueprints, sketches or building plans for information pertaining to type of material required and dimensions for structure or fixture to be fabricated. Prepares sketches, prepares layout, cuts materials, assembles materials, erects framework and applies finished materials to structure. Fits and installs window frames, doors, door frames, weather stripping, interior and exterior trim, and finished hardware. Constructs concrete forms and pours concrete. Installs and repairs flooring materials, such as vinyl, tile and wooden strip flooring. The ability to operate and to communicate on a two-way radio. Uses and insures proper maintenance and storage of tools and equipment. Erects scaffolding and ladders for assembling structures above ground level. Performs any duties within the scope of capabilities as assigned by the supervisor. Keeps daily records and logs of work.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

Non-Essential Functions of this Job

Performs other duties as assigned.

Position Title: Carpenter

Knowledge, Skills and Abilities:

Considerable knowledge of the standard practices, methods, processes, materials, machines and tools of the trade. Considerable knowledge of carpentry construction work. Skill in the performance of such work. Knowledge of the qualities and uses of various woods employed in carpentry construction work. Ability to read and work from blueprints and sketches and to follow oral instructions as to construction and repair jobs. Skill in the use of the usual hand and power tools of the trade and in their proper maintenance. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school, completion of GED, or trade school. Must have a valid driver's license appropriate to the vehicles assigned to the trade and be qualified to drive a School Board vehicle.

Five years full-time practical experience under the supervision of a licensed building contractor or an equivalent combination of three years of full-time practical experience under the supervision of a licensed contractor and with two years training in the skills of the carpentry trade by a recognized training center.

Work Context:

Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 80 pounds. May infrequently be required to lift more than 80 pounds with assistance as needed. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0202
EEO5: 53
Approval Date: 1997-03-01
Date Last Revised: 2012-12-12

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.