

MASON COUNTY SCHOOLS

Job Description

POSITION: Carpenter I, II

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by MCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, Pay Grade F commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and MCBOE Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: "Carpenter II" means personnel classified as a journeyman carpenter. WV §18A-4-8

PERFORMANCE RESPONSIBILITIES:

Additional duties may be assigned. Carpenter II is required to perform a variety of skilled tasks within the assigned location.

- Perform duties efficiently and productively.
- Construct and repair structural woodwork and equipment from prints, drawings, work orders, and oral instructions.
- Install or repair finished hardware, wall finishes, floor finishes, and ceiling finishes.
- Participate in staff development.
- Comply with shop and equipment safety rules.
- Correct safety hazards.
- Determine availability of machines, supplies, and materials.
- Inspect shop equipment and arrange for maintenance.
- Clean and maintain work area and leave it in safe condition.
- Develop a materials list used for each job.
- Work with blueprints to do layouts, measurements, markings, and arrangement of materials.
- Cut and shape wood, plastic, ceiling tile, fiberglass, and drywall using hand and power tools.
- Construct stud and sheathing wall forms.
- Erect plywood panel wall forms.
- Construct stair forms.
- Frame, align, and brace walls.
- Frame door and window openings.
- Install floor and ceiling joists.
- Install backing for hanging fixtures and cabinets.
- Install exterior wall sheathing.

- Install diagonal sub-floors.
- Set metal door and window frames for masonry construction.
- Install common, hip, and hip jack rafters.
- Install composite strip shingles.
- Install composite shingles on a ridge cap and in a valley.
- Install roof and ridge vents.
- Install gutters and down spouts and
- Other duties as assigned by the Director of Maintenance.

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least pounds 75 of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.