

## **JOURNEYMAN CARPENTER**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED
- Completion of carpentry apprenticeship or equivalent
- Two (2) years of carpentry experience, which includes six (6) months of customer service experience
- Possession of Arizona driver's license

#### **B. DESIRED**

- Three years of experience as a carpenter
- One year of experience in customer service in a building maintenance setting
- Previous experience in a school district, college or university

### **SUMMARY**

Performs routine functions that include repairs, preventative maintenance, inspections and alterations on building structures and related equipment.

Reports to: Maintenance Manager

### **ESSENTIAL FUNCTIONS**

- Inspects, installs, maintains and makes repairs to building interiors that include walls, ceilings, floors, windows, doors, partitions and cabinets of varying construction types, such as brick, wallboard, drywall, plywood, vinyl flooring, carpeting, acoustical tile, ceramic tile, cove base, glass/plastic windows, window coverings (blinds, shades, curtains), wood and metal doors
- Inspects, installs, constructs, alters, maintains and makes repairs on school related teaching aids and furnishings, such as bulletin boards, whiteboards, blackboards, shelving, cabinets, tables, desks, chairs and other office furnishings
- Coordinates with other shop trades, such as plumbing, electrical and HVAC in the installation, maintenance, repair or renovation of interior building spaces
- Operates various hand and power tools that may include saws, planers, sanders, joiners, routers and drills
- Prepares estimates on labor and material costs for proposed building modifications, new construction or furnishings
- Reads and interprets blueprints, sketches and diagrams to ensure compliance with governmental regulations, such as building codes, ADA and fire safety
- Uses computerized work order system for data and informational retrieval
- Maintains inventory of carpentry supplies
- Maintains preventative maintenance work schedules, work history records, and performs preventative maintenance
- Works within a cost control budget; controls costs on materials and tool purchases; may develop an estimate of costs for repair jobs and new installations
- Participates on committees as assigned; makes suggestions to improve district/departmental operation; assists in establishing work schedules designed to minimize impact on instruction



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- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to lift, climb, stoop, bend, twist, reach, walk and stand for long periods of time
- Ability to use hand and power tools
- Ability to climb stairs and ladders
- Ability to withstand exposure to noise, noxious chemicals, heights and adverse weather and temperature conditions
- Ability to exercise judgment in accordance with established procedures
- Ability to perform tasks requiring manual dexterity