



**Job Description**  
Prepared/Revised Date: June 2021

Job Title: **Carpenter**  
 Job Family: **Trades**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1456**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G14**

**SUMMARY:** Construct, erect, install, renovate, and repair district buildings, equipment and furnishings. Perform multi-trade functions to include carpentry, cabinetry, drywall, flooring, roofing, doors and windows. Perform minor welding and concrete work. Review building blueprints, sketches and building plans for construction. Prepares estimates, orders and schedules work for special projects and subcontractors. Respond to departmental emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Construct, erect, install, relocate, remove and/or repair district buildings, equipment and furnishings. Specific duties include repairing walls including masonry, tile, siding, drywall, basketball motors, bleachers, mat hoist and various coverings; doors; flooring, cabinetry, countertops, shelving, glazing and casework. Repair and maintain gymnasiums and equipment, lockers, ramps, stairs, and other district equipment. Repair and maintain specialty items such as suspended ceilings and operable/moveable walls.	D	75%
2. Perform preventative maintenance to buildings and their equipment and furnishings.	W	5%
3. Provide estimates on materials and labor for small remodel projects. Perform walk through inspections of new construction and renovation projects in tandem with Construction and Facilities Development (CFD) staff. Work with CFD in the design stage of new projects to address carpentry concerns. Provide assistance to other employees as needed; oversee subcontracted technician to ensure proper quality;	W	10%
4. Perform other job-related duties as assigned.	Ongoing	10%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Vocational school or short term courses in general construction preferred.
- Minimum of three (3) years of experience in rough and finish carpentry, cabinetry, flooring and drywall.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Successful completion of Colorado Department of Agriculture’s Basic Pesticide online training required within 6 months of hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Skill and ability to use wood shop equipment including hand and stationary tools.
- Knowledge of structural components and ability to repair them.
- Knowledge of and ability to read construction prints.
- Basic knowledge of welding and concrete work.
- Basic knowledge of other building trades.
- Problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures, including responding to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge and experience with wood shop equipment and power tools.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Lead Carpenter	5048

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for maintaining supplies and equipment.
- Responsible for using district credit card to make purchase and for documenting purchases appropriately.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	