

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Carpenter

**DEPARTMENT:** Finance and Operations  
MVSC

**REPORTS TO:** Maintenance Supervisor

**POSITION SUMMARY:** The Carpenter assumes primary responsibility in the repair, maintenance, modification, addition, inspection and installation of carpentry type projects within applicable building codes in District facilities and on District property using all building materials as needed district-wide. Further, the Carpenter will troubleshoot, evaluate, and recommend the type of repairs necessary for district facilities.

### **ESSENTIAL FUNCTIONS:**

- Demonstrate the high degree of ability and knowledge expected of a journey level trades worker in the maintenance areas listed, including the use and care of appropriate tools and equipment. The craft area includes but is not limited to additions, remodeling, structural changes, roof repairs, replacing or repairing flooring, etc.
- Advise the Maintenance Supervisor on matters concerning general carpentry work orders, preventative maintenance, supplies, training, enhancement and repairs.
- Assist with determining and establishing work priority of assigned work, advising where necessary when priorities may require a change.
- Perform all carpentry and maintenance work according to applicable building codes and in safe conditions.
- Inspect and monitor work in progress and upon completion check for compliance with codes, specifications and ensure that acceptable trade standards are followed.
- Perform physical and electronic inventory and ensure adequate supplies and materials are in stock to carry out the majority of anticipated requests and make recommendations to the Maintenance Supervisor concerning purchases.
- Competently operate all equipment, tools and vehicles necessary, including scissor and aerial lifts in a safe and appropriate manner to perform the assigned duties.
- Understand and practice all safety requirements associated with work area such as fall protection, equipment maintenance and use, etc. and report any unsafe conditions requiring repair as soon as possible.
- Respond to emergency requests in a timely, organized, and professional manner.
- With proper orientation, perform other basic maintenance tasks as necessary.
- Coordinates work effort with and assists other crafts as necessary.
- Work from plans, blueprints, sketches, and work requests, including written and verbal directions.
- Work cooperatively with Capital Projects to resolve existing design problems as appropriate and as requested.
- Work in inclement weather as necessary and in a safe manner.
- Work independently with minimal supervision.
- Work variable shift times as required by the project and District needs so that student learning is least impacted.
- Maintain effective communication with the Building Administrators when at building sites and the Maintenance Supervisor.
- Use technology to complete daily reporting and tracking of work performed as instructed via a computerized work order system.
- Exercise good judgment in selecting materials and supplies and the methods of performing the tasks in the craft areas assigned.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

- Physical stamina and skill to work efficiently and safely with hand tools, power tools and vehicles as necessary to complete assigned duties. Must be able to lift 60 lbs on a regular basis and climb ladders to reach roofs and attics.
- Demonstrate initiative and self-motivation with the ability to manage multiple tasks and develop appropriate priorities.

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- Exercise good judgment in selecting materials and supplies and for the methods of performing the tasks.
- Ability and willingness to take direction and work with minimal supervision.
- Demonstrate understanding of and experience with cultural competence
- Remain flexible to changes in assignments or situations
- Possess and utilize good reading, written, and oral communication skills.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Journeyman status (card) or at least four (4) years of validated carpentry experience in a commercial or institutional setting.

- Possess or obtain certification for operating man lifts within six (6) months.
- Possess or obtain certification designation as an OSHA Competent Person within nine (9) months.
- All certificates, licenses, endorsements and permits as required for this position by state and local authorities

**CERTIFICATES AND LICENSES:** A valid Washington State Driver’s License with a good driving record and appropriate insurance required. Certification for operating man lifts and as an OSHA Competent Person preferred. Must maintain as current any certification or license listed herein and held at hire date or earned as a condition of hiring.

**CONTINUING EDUCATION/TRAINING:** That which is necessary to maintain certification, licenses, and knowledge as current and as appropriate.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Teamsters

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date