



# Longview Independent School District

## JOB DESCRIPTION GENERAL GROUNDS MAINTENANCE/CARPENTER

<b>JOB TITLE:</b>	General Grounds Maintenance/Carpenter	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Operations	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Maintenance	<b>PAY GRADE:</b>	Manual Trades 6

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### PRIMARY PURPOSE:

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district; maintain district structures and furniture in attractive and safe condition

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED  
Valid Texas driver's license  
Certificate to handle asbestos floor tile, preferred

#### Special Knowledge and Skills:

- Knowledge of equipment, materials, methods, practices, and tools used in carpentry
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to read blueprints and diagrams
- Ability to measure and perform mathematical computations
- Ability to work independently
- Skills in concrete and masonry work
- Form setting and finish work
- Skills in wood surface preparations, staining, and/or sealing
- Cabinet-making level skills in joinery, laminates, and historic restoration

#### Experience:

Five years experience as skilled carpenter



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## **JOB DESCRIPTION** **GENERAL GROUNDS** **MAINTENANCE/CARPENTER**

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Maintenance and Repair**

1. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders
2. Select material and hardware and make time and materials estimates
3. Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
4. Construct and repair outdoor equipment including playground equipment, fences, gates, bleachers, etc.
5. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures
6. Replace, repair, and finish furniture, cabinets, fixtures, woodwork, etc.
7. Assist with the installation and moving of portable buildings, including constructing steps, installing underpinning, etc.
8. Receive and complete work orders
9. Maintain accurate records on material and labor used
10. Maintain inventory of district-owned tools, equipment, and materials
11. Inspect jobs upon completion and ensure areas are clean and remove scraps and lumber as needed
12. Work with building principals and supervisors to complete projects
13. Respond to emergency calls as needed

#### **Safety**

14. Perform preventive maintenance on tools and equipment
15. Operate tools and equipment according to established safety procedures



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Safety (continued)**

16. Ensure that equipment is in safe operating condition
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately

#### **Other**

19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Regular and prompt attendance
24. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Power saw, planer, drill press, sander, band saw, table saw, radial arm saw, nail gun, air compressor, other power equipment, measuring devices, and light truck or van



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2013**