



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Carpenter Master**
 Job Family: **Maintenance**
 Prepared/Revised Date: **August 18, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **MT35H**
 Job Code: **60301**

SUMMARY: Plan, design, construct, repair, install and maintain District buildings, equipment and furnishings in compliance with current building codes. Lead, direct, plan and implement small construction projects. Assist in developing and implementing preventative maintenance programs for the Structural Department. Collaborate with team members in maintaining all District buildings in a safe and comfortable manner. Assume department responsibilities when head is unavailable.

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.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Construct, install, relocate, remove and/or repair district buildings, equipment and furnishings including partition walls, doors, cabinets, shelving, countertops, and furniture. Replace, attach, move and repair classroom aids and equipment. Install smart boards, large screen televisions and various other large mounted equipment.	D	30%
2. Maintain a large variety of building systems and collaborate in providing a comprehensive preventative maintenance program for all areas of responsibility.	D	10%
3. Maintain accurate records of installations, repairs, materials used, and time spent on projects using the district's computerized work order system.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Meet with District staff, provide design ideas and estimates on materials and labor for small construction projects and site use changes to carpentry related components of District buildings and property. Estimate project timeline, create schedule and work with site principal and building staff to plan around classroom time, work time and building needs. Ensure work is completed in a timely manner.	W	20%
6. Lead, plan, direct and guide team members on various projects; coordinate with other District departments and outside contractors in scheduling of projects and work. Work with Planning, Design and Construction staff in the design stage of new projects to address carpentry concerns.	W	10%
7. Identify and make immediate emergency mitigation decisions regarding district infrastructure.	W	2%
8. Repair, replace and upgrade window glass in accordance with International Building Code and International Fire Code.	M	5%
9. Identify, install and maintain all District signage for consistency and code compliance.	M	5%
10. Coordinate and make repairs and upgrades to District buildings as required by local fire and health department jurisdictional inspections.	M	3%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in commercial building design, construction and maintenance
- More than five years of experience in rough and finish carpentry, flooring, drywall and general building maintenance



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7
- Knowledge of International Building Codes and International Fire Codes, Americans with Disabilities Act, and other applicable State and local codes and policies
- Knowledge of structural components and the ability to repair them
- Knowledge of and ability to read construction prints
- Knowledge of commercial roofing materials and repair techniques preferred
- Basic knowledge of other trades
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of construction power tools and wood shop equipment required
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed				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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		

VISION DEMANDS:	Required
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



VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	