

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Carpenter II

REPORTS TO: Facilities Director

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Carpenter II" means personnel classified as a journeyman carpenter. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. Carpenter II is required to perform a variety of skilled tasks within the assigned location.

- Perform duties efficiently and productively.
- Construct and repair structural woodwork and equipment from prints, drawings, work orders, and oral instructions.
- Install or repair finished hardware, wall finishes, floor finishes, and ceiling finishes.
- Participate in staff development.
- Comply with shop and equipment safety rules.
- Correct safety hazards.
- Determine availability of machines, supplies, and materials.
- Inspect shop equipment and arrange for maintenance.
- Clean and maintain work area and leave it in safe condition.
- Develop a materials list used for each job.
- Work with blueprints to do layouts, measurements, markings, and arrangement of materials.
- Cut and shape wood, plastic, ceiling tile, fiberglass, and drywall using hand and

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Carpenter II

- power tools.
- Construct stud and sheathing wall forms.
- Erect plywood panel wall forms.
- Construct stair forms.
- Frame, align, and brace walls.
- Frame door and window openings.
- Install floor and ceiling joists.
- Install backing for hanging fixtures and cabinets.
- Install exterior wall sheathing.
- Install diagonal sub-floors.
- Set metal door and window frames for masonry construction.
- Install common, hip, and hip jack rafters.
- Install composite strip shingles.
- Install composite shingles on a ridge cap and in a valley.
- Install roof and ridge vents.
- Install gutters and down spouts and
- Other duties as assigned by Facilities Director.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Employed as a journeyman carpenter for five (5) years.
- State competency test, if appropriate as per WV §18A-4-8e.

COMMUNICATION SKILLS:

- Ability to greet the public in a friendly manner.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.

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- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

PHYSICAL DEMANDS: *the physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as building supplies, building tools, and when unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

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