

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

## Human Resources

(409) 916-0107

## Carpenter

Job Description

December 2016

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**Reports to:** Crafts Foreman

**Wage/Hour Status:** Nonexempt

### 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

#### Special Knowledge/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

#### Experience:

Five years experience as skilled 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.

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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.
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.

### 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/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Frequent districtwide travel.

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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 and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_