



**JOB DESCRIPTION**  
**Carpenter**

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The Carpenter, under the general supervision of the Director of Maintenance and the direct supervision of the Lead Carpenter, performs general carpentry tasks and repairs or constructs any projects that require carpentry skills.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record
- A minimum of four years experience as a carpenter

**ADDITIONAL REQUIREMENTS:**

- Ability to pass Human Performance Exam (HPE)
- Skills tests will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Must have drywall and/or framing experience and be familiar with wood related nomenclature
- Must have good math skills, including the ability to read a tape in fractions of an inch
- Ability to create and construct various items using sketches or limited blueprints
- Ability to read and follow drawings for construction projects and follow verbal or written instructions
- Ability to prepare a bill of material to construct or repair district jobs related to the carpentry work
- Ability to use hand and power tools
- Ability to work independently

**DUTIES AND RESPONSIBILITIES:**

1. Complies with District directives and maintenance Policies and Procedures and follows all safety procedures.
2. Constructs and makes repairs of district property as required and directed.
3. Prepares a bill of material for construction or repair assignments.
4. Is responsible for proper maintenance of inventory, tools and vehicles assigned.
5. Helps maintain a clean and safe carpentry shop.
6. Keeps all materials stored in a neat and orderly manner.
7. Does any painting related to the repairs or construction of carpentry projects.
8. Keeps all assigned painting related equipment clean and properly stored.
9. Is responsible for working with other maintenance personnel from all crafts and willing to lend a hand to others that might require assistance.
10. 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 required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Must be able to communicate (verbally and written), understand verbal instructions, reason, concentrate, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Lift and/or carry heavy weight (45 pounds or more), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasion travel, outside, inside, extreme temperatures, extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.) and works around machinery with moving parts.

**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.

**Manual Trades Pay Grade: 5**

**Days: 260**

**Wage/Hour Status: Nonexempt**

**Updated: March 5, 2009**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*