



JOB DESCRIPTION

Carpenter, Hardware Repair/Key Person

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The Carpenter, Hardware Repair/Key Person, under the direct supervision of the Director of Maintenance, repairs any projects involving door and window hardware, specifically the Best Locking System and understands compliance with A.D.A. on new hardware installed.

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 testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of hand and power tools, their safe operation, capabilities and limitations
- 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

DUTIES AND RESPONSIBILITIES:

1. Complies with District Board Policy and safety procedures.
2. Makes carpentry and hardware repairs of district property as required.
3. Must show ability to read and follow drawings for construction projects and best lock.
4. Prepares a Bill of Materials to construct or repair assigned project.
5. Is responsible for proper maintenance of all tools assigned.
6. Maintains a clean and safe work area.
7. Keeps all materials stored in a neat and orderly manner.
8. Has thorough knowledge of (Best Keying System), door closure, panic exit devices, lock sets and other hardware devices used on doors, windows, lock boxes, and A.D.A. rules and regulations concerning proceeding items.
9. Makes all repairs to district locks on doors, windows, file cabinets, desk drawers, etc.
10. Maintains service control i.e., keys, cores, layouts, and records of district-wide Best Keying System.
11. Keeps records of all maintenance done via-log and identifies issues of non-compliance of the A.D.A
12. Records any phone problem call-in from around, district-wide facilities.
13. Calls in any problem, phone, P/A, clocks, fire alarm, to respected companies.
14. Keeps log of work order number and purchase order number issued to said companies and schools.
15. Keeps Southwestern Bell telephone logs up to date.
16. Keeps record of all pagers district wide, in use and at repair shop.
17. Installs and programs (Hewlett & Packard) fax machine district-wide.
18. Transmits any message needed to be sent thru (Motorola Alpha-mate) machine to all pagers, district-wide.

19. Performs other duties as may be assigned by the Safety-Telecommunications Supervisor.
20. Performs specific duties that fall within the A.D.A. "Carpenter/Hardware Limitations." Does not exceed these limitations unless an emergency would require such action of excess to the limitations standard, which would be conducted in a safe and secure manner.
21. Best Locking System Service Guide:
 - a. Work order for all type of work
 - b. Project lay-out
 - c. Schematic keying pan
 - d. Code-research
 - e. Code-to pin segments configuration
 - f. Core-combination
 - g. Special, combinations, maisonning, multiple key usage
 - h. Key-cutting time
 - i. Key-stamping, serial # & key identification
 - j. Key-records
 - k. Core-I.D. & stamp
 - l. Hardware applicability
 - m. Distribution & receipt of keys
 - n. Material cost
 - o. Key and hardware layout for projects
 - p. Combination set ups
22. 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 instruction, interpret, reason, concentrate, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Lift and/or carry (15-44 pounds), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasional travel, outside, inside, extreme temperatures, extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gasses 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.