

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

- POSITION:** Carpenter II
- IMMEDIATE SUPERVISOR:** Coordinator of Maintenance and Facilities Planning; Deputy Superintendent of Operations
- FLSA STATUS:** Non-exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by JCBOE which is currently a 261-day employment term for this position
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade F** commensurate with applicable experience
- EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314 and JCBOE's Evaluation Policy for Service Personnel
- JOB SUMMARY:** Carpenter II means a person classified as a journeyman carpenter. A Carpenter II is responsible for carpentry repair work performed by county personnel.

**PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.**

- Maintains regular attendance.
- Assumes primary responsibility for the safe condition of flooring, door frames, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned and/or operated by the county.
- Determines which repair jobs may be performed by carpenters, and which must be performed by outside contractors, and advises the Coordinator of Maintenance accordingly.
- Is responsible for all carpentry work performed by county personnel, and for directing the work of a Carpenter I.
- Is responsible for the formation of concrete forms, and similar nonstructural projects attendant upon repairs and construction.
- Is responsible for the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivet guns), hardware (nails, screws, glue), and materials (lumber acoustical tiles).
- Recommends supplies and equipment for purchase, and maintains the inventory of county-owned hand tools, equipment, hardware, materials and supplies.
- Estimates costs of carpentry repair projects in terms of labor, materials, and overhead.
- Examines county-owned facilities on a regular basis for purposes of preventive maintenance.
- Is responsible for the maintenance and repair of playground equipment.

- Has the duty to perform tasks at or below classification when instructed to do so by the immediate supervisor.
- Complies with County Policies.

**QUALIFICATIONS:**

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

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. Valid West Virginia driver’s license.

‘**Carpenter II**’ means personnel employed as a journeyman carpenter. In addition to providing services as defined in ‘Carpenter II’, their duties include directing the work of employees classified as Carpenter I (Pursuant to WV Code §18A-4-8).

- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of the position.
- Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.
- Ability to pass written and physical tests that are directly related to the position.
- Ability to establish and maintain effective working relationships with students, staff and community.
- Ability to perform duties in full compliance with all county requirements and the Board of Education policies.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to perform strenuous physical activity related to carpentry.
- Ability to work under minimal or no supervision; be an effective self-starter.
- Ability to understand and follow both written and oral directions.
- Complete necessary training and in-service as required by the county.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described 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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of six

feet and use repetitive motions. While performing the duties of this job the employee may **frequently lift and or move up to 100 pounds** of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**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. The temperature in the work environment can range from below freezing when working outdoors to in excess of 90°F when working in the furnace room or kitchen areas or on roof tops. The noise level in the work environment is moderate to loud (60 -90 dB).

*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.*

Carpenter II 12/2012