



## Carpenter

### Job Overview

The job of Carpenter was established for the purpose of providing carpentry services with specific responsibility for identifying repair and replacement needs; installing, repairing, and building items; assisting other skilled trades; and ensuring that tools and materials are available at a job site.

This job reports to the Carpenter Foreman.

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### Job Functions

- Constructs a variety of items (e.g. block walls, stud walls, counter tops, cabinets, shelving, hung ceilings, etc.) for the purpose of modifying and adapting facilities to specific needs.
- Coordinates with assigned foreman and other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and complying with building and safety regulations.
- Inspects facilities and new construction for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Remodels office and workspaces including partitions, paneling, drywall etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs roofs and roof sections for the purpose of maintaining the integrity and to prevent damage to the facility infrastructure.
- Requests equipment and supplies for the purpose of maintaining inventory to ensure availability of items required to complete the necessary installation or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Assembles and repairs equipment such as school and office furniture, cafeteria tables etc.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

Travels on a daily basis throughout the county to perform work in assigned schools. Additional travel throughout the county to other facilities may be required to help other technicians or during emergency situations such as roof leaks from storm damage, cleanup from water leaks etc.



# Williamson County Schools

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## Working Environment

Work is performed both inside and outside of buildings, in areas where students and staff are present, and during various temperature extremes and inclement weather for outside work. May be exposed to dust from drilling, sanding, grinding etc. and excessive noise from use of power tools, working inside of mechanical rooms, around heavy equipment etc. Work also results in exposure to various chemicals such as drywall compound, various adhesives, roofing repair compounds etc. Safety Data Sheets are readily available for employee information to identify hazards and protective equipment required prior to use of the chemical or compound.

Generally, the job requires 10% sitting, 45% walking, and 45% standing.

Physical Requirements: occasional lifting up to 50 pounds, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

## Qualifications

**Minimum experience:** Four years of experience in carpentry. Proof of work in facility maintenance and repair may count towards work experience.

**Minimum education:** High school diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Demonstrated proficiency in methods, techniques, materials, and tools used in carpentry installation, maintenance, and repair.
- Ability to adapt to changing work priorities; plan and manage projects; communicate with diverse groups; meet deadlines and schedules; work as part of a team; work with constant interruptions; and comply with OSHA/TOSHA regulations.

**Required Testing:**

Alcohol & Drug Test

**Required Certificates and/or Licenses:**

Valid Tennessee Driver's License &  
Evidence of Insurability

**FLSA Status:**

Non Exempt

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Classified

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