PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title: Carpenter II

Wage/Hour Status: Non-Exempt

Reports To: Cluster Supervisor

Pay Grade: 45B

Dept./School: Facility Services

Date Revised: 01/07/20

Primary Purpose:
Supply the labor and expertise required to repair or construct assigned projects.

Qualifications:

Education/Certification:
- High school diploma or equivalent (required)
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:
- Ability to communicate well and deal with all people in a courteous and positive manner

Experience:
- Two years of experience in the field of carpentry

Major Responsibilities and Duties:
- Analyze and determine resources needed make repairs and/or build a new installation utilizing prints, sketches or verbal instructions
- Fabricate and erect items like office partitions, hang doors, construct office/factory racks, shelves, cabinets, etc.
- Replace and finish damaged woodwork, including replacement with plastic/similar materials
- Construct and install new windows and doors; replace glass in existing windows and doors
- Keep accurate records on material and labor hours involved with assignments
- Work with building principals/managers to ensure proper and safe operation and appearance of buildings
- Drive Plano ISD vehicle to inspect work sites, transport materials and perform required labor
- Work with lead workers on any repairs received by work order
- Follow safety rules and procedures at all times
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Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Shop power woodworking machines such as saws, planes, routers, radial arm saws, hand and portable power tools and measuring devices; locksmith equipment; operation of district vehicles

Working Conditions:

Mental Demands:
Communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:
Frequent lifting and carrying 15-50 pounds; twisting, reaching above shoulder, bending, crawling, climbing; ability to distinguish basic colors; manual dexterity to complete projects in a craftsman fashion; may work outside under conditions of inclement weather, excessive heat and cold; excessive noise, intermittent; dust; work around machinery with moving parts; work on ladders or scaffolding; work with and around solvents, paint, paint thinner odors, glue and glue odors

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator Date: 01-07-20

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: Date: