 **State College Area School District**

**131 West Nittany Avenue**

**State College, PA 16801**

**JOB DESCRIPTION**

**Job Title:** Building Maintenance – Carpentry Specialist **Effective Date:** August 2013

**Reports to:** Building Maintenance Supervisor **Department:** Physical Plant

**Job Summary:** Provide students and other building occupants with a safe, attractive, comfortable, clean and efficient educational environment.

**Qualifications:**

**\*Education:** Must have a high school diploma or GED.

Must have a valid driver’s license.

**\*Experience:** Trade school or specialized training preferred.

**\*Skills:** Must understand construction plans and blueprints.

Ability to enter and retrieve information from a computer.

Ability to communicate effectively, both verbal and in writing, with a wide variety of individuals and groups.

Ability to work without direct supervision.

Knowledge of locally accepted building codes.

**Essential Duties and Responsibilities:**

1. Performs a variety of carpentry work as assigned by the Building Maintenance Supervisor. Construct, alter or repair woodwork and wood projects. Projects may include, but not limited to, door and window installation, cabinets, counter tops, partitions, bookcases, blackboards, bulletin boards, mark and wipe boards, roof and floor repair and storage sheds.
2. Sets up and operates in a safe manner all wood working machinery and hand tools.
3. Maintains a clean and orderly shop area.
4. Assists Contract Coordinator in establishing a locksmith shop with associated equipment such as a manual key cutting machine, and keeps the area secure according to the instructions of the Director of Physical Plant.
   1. Diagnoses problems of jammed locks and other lock and hardware problems.
   2. Dismantles locks, repairs and replaces springs, pins and various parts on various types of doors, windows, and filing cabinets.
   3. Sets cores, cuts keys and keeps records of keys made and to whom given throughout the District.
5. Installs acoustical ceilings, window, door and partition glass, weather-stripping and caulking and floor tiles.
6. Pours concrete, lays cement blocks, and other minor masonry.
7. Interprets work orders and drawings and plans work in a proper sequence.

**Essential Periodic Duties and Responsibilities:**

1. Snow removal.
2. Assist other maintenance staff, including but not limited to plumbing, electrical and refrigeration, with the completion of their duties as assigned by the Building Maintenance Supervisor.
3. Respond to emergency related requests during and after regular work hours.
4. When necessary, complete certain assigned duties in other shops as determined by training level and assignment by the Building Maintenance Supervisor.

Note: These requirements 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.

**Ancillary Duties:**

1. Any other duties as assigned by the Shop Supervisor or Director, Physical Plant

**Physical Demands:**

Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Check the essential physical requirements of the job:

x Visual acuity (color, depth perception and field of vision)

x Seeing x Hearing x Talking

x Climbing x Balancing x Stooping

x Kneeling x Crouching x Reaching

x Standing x Walking x Pushing

x Pulling x Fingering x Grasping

x Tactile sense x Repetitive motions

Lifting: 50 lbs. 75 lbs. 100 lbs.

Floor to Waist: x

Waist to Shoulder x

Overhead x

Carry 20 feet x

**Work Environment:**

Subject to inside and outside environmental conditions

Must be able to work in extreme cold (32 degrees or less) and extreme heat (90

degrees or more)

Subject to physical hazards, including conditions that may affect the respiratory

system and/or skin

During emergency situations (snow, flood, etc.), all physical plant employees will be considered essential employees.

**Temperament:**

Must be able to work in an environment with frequent interruptions

Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

**Cognitive Ability:**

Ability to follow written and verbal directions

Ability to read and write

Ability to communicate effectively

Ability to organize tasks

Ability to handle multiple tasks

Ability to exercise good judgment

**Specific Skills:** Must be proficient in the use of the following carpentry tools including, but not limited to:

1. Saws
2. Drills
3. Hammers
4. Screwdrivers
5. Planers
6. Sanders
7. Key cutting equipment
8. Snow removal equiptment

**I have read and understand the job description for this position. I am able to perform the functions of the position (without accommodation or with reasonable accommodation).**

**(Signature) (Date)**