

# Middletown, CT Job Description

<b>Classification Title</b>	Carpenter
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

## PURPOSE OF POSITION

The purpose of this position is to perform skilled carpentry work in the maintenance, repairs, construction and renovation of school buildings, ~~and perform skilled locksmith maintenance, repair and installations inclusive of restricted key access hardware and electronic access security systems. The work is performed under the direction of the Director of Facilities.~~

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Performs skilled carpentry work including rough and finish carpentry. ;b~~ Builds, repairs and, installs doors, bookshelves, city benches, school furniture, and cabinets. ~~Builds, constructs, installs and repairs structure and fixtures of wood, plywood, and drywall; ensures compliance with building codes.~~
- Works with paint and sign shop, which includes painting city streets, erecting barricades and installing street signs on poles.
- ~~Installs solar garbage bins, maintains and repairs interior and exterior lock sets, restricted key access hardware, and electronic access security systems. Maintains key inventories and key control systems for school district; makes keys and programs key fobs, swipe cards, etc. via computer software.~~
- Installs and repairs metal, stockade and wood fencing. Installs and anchors metal bike racks. Repairs and installs mailboxes and posts.
- Moves office furniture and boxes throughout City and properties.
- ~~Uses computer to correspond via email, utilize work order system, access Web for ordering and research, and perform key control responsibilities.~~
- ~~Applies shock-absorbing, sound-deadening and decorative paneling to ceilings and walls; fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim and finish hardware.~~

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- ~~• Erects scaffolding and ladders for assembling structures above ground level; uses high lifts as required.~~
- ~~• Performs general maintenance work as assigned.~~
- ~~• Prepares cost and time estimates.~~
- ~~• Assists the Director of Facilities in planning minor renovations, allocating quotations, scheduling and coordinating work and inspecting completed work.~~
- ~~• Coordinates carpentry work with architects during major project planning stages; assists in estimating costs and time for major renovation projects.~~
- Responds to after hour school emergencies including weekends and holidays. Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Completion of a Vocational Technical School program in the Carpentry trade ~~and~~ and the completion of an approved apprenticeship program in the trade ~~with five years of~~ with journeyman level experience, ~~which includes two year minimum locksmith technical training, inclusive of restricted key access hardware, including one year minimum training in electronic access security systems or related field, required. or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

#### Other

- ~~• A valid CT driver's license required.~~ Carpentry Certification.

### PREFERRED QUALIFICATIONS

High School Diploma, Electronic Locksmith School and experience in carpentry, construction and Locksmith.

### KNOWLEDGE, SKILLS, and ABILITIES

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- ~~• Requires the ability to perform mid level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and or/guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~• Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~
- ~~• Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information such as work orders, MSDS, blueprints, contractor quotations, estimates, drawings, reports, codes, specifications, maintenance manuals, asbestos records, procedures, guidelines and non-routine correspondence.~~
- ~~• Requires the ability to communicate orally and in writing with the Director of Facilities, central school district administration, principals, school staff, other tradesmen, contractors, vendors and the public.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra, geometry and trigonometry.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Ttraining, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate equipment and machinery such as wood working machines, metal shop machines, hand and power tools, instruments, heavy trucks, and aerial lifts, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as skilled carpentry work.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~

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~~• Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions 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.*

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, dusts or machinery can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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