



Job Title: Carpentry Master Craftsperson

Department: Maintenance
Reports To: Director of Facilities, Maintenance Manager, and Carpentry Shop Foreperson
Grade: MT-12
Number of Days: 12 Months
Security Access: None
Current Date: September 1, 2015
Overtime Status: Non-Exempt

Position Summary: The Carpentry Master Craftsperson is expected to provide prompt quality service to every school every day. The primary focus of this position will include hanging doors, measure and mark materials for cutting, cut and drill wood (and other material) with the use of hand and power tools. This could include building shelves, walls, wall frame, ceiling grid, and various other tasks normally expected of a carpenter.

This position is for a highly skilled carpenter that is extremely knowledgeable in many aspects of woodworking, building, design, and construction. This position designs and constructs various items of special events, parades, and other functions approved by TPS.

This job may include working with outside contractors and vendors for new installation and repair of various types of signage. This will also include working with other maintenance shops for specialized project work throughout the school district.

Minimum Qualifications:

Education:

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

Experience:

- A minimum of 5 years' experience working with all phases of carpentry crafts.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Framing walls.
- Installation of doors.
- Building and repairing stairs, decks, and ramps.
- Design and creation of various items for special events and other functions.

- Coordinate with other shops as needed.
- Keep records of time and material for all jobs.
- Identify areas that do not look aesthetically pleasing and take corrective action.
- Various other tasks as assigned by the Foreman and/or Lead and as needed.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Ability to use CMMS software.
- Lifting may exceed 50 lbs.
- Climb ladders and scaffolds.
- Ability to complete design, create, and modify various items common with special events and parades.
- Must be knowledgeable in spelling and grammar (as it applies to signs for special events).
- Ability to read and understand blue prints.
- Must be able to work a flexible schedule including evenings and weekends.
- Skilled in operating all types of equipment assigned to department including craft associated equipment.

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

Supervisory Responsibility:

- Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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