



# Park Hill School District

Building Successful Futures • Each Student • Every Day

---

---

## Position Description

---

---

**POSITION TITLE:** Carpenter/Building Maintenance

**F.L.S.A.:** Non-Exempt

**QUALIFICATIONS:**

- Practical experience and competence in building construction, finish carpentry, use of blueprints and general preventative/repair maintenance.
- Must be able to layout and take projects to completion with little supervision.
- Maintain physical competence to turn, twist and bend as required to operate equipment.
- Properly licensed to operate a vehicle.
- Ability to lift a minimum of 60 pounds repeatedly.
- Excellent communication skills.
- Must be team oriented.

**REPORTS TO:** Supervisor – Maintenance Operations

**TERMS OF EMPLOYMENT:** Twelve-month employment (261 days) with benefits according to the Classified Agreement.

**ESSENTIAL JOB FUNCTIONS:**

1. Operate all equipment in a safe manner.
2. Examine assigned school building on a regular basis for needed repairs and maintenance, and then ensures repairs are made in a prompt and appropriate manner.
3. Assure the assigned school buildings are in safe operating condition and in good repair so that full educational use of it may be made at all times.
4. Assume primary responsibility for the safe condition of equipment in each building as well as exterior concrete.
5. Assist in the cost estimates of carpentry repair projects and recommends scheduling in priority order. Provides recommendations for budget planning.
6. Document job completion within the guidelines of the work order system.

7. Function as a team player, keeping school personnel advised of repair schedule and assisting other individuals, trades, or departments when needed.
8. Work as needed on snow removal to get a building ready for operation, which may include early morning, late night, weekend, or holiday work.
9. Work in extreme weather conditions such as winter cold or summer heat as needed. Takes appropriate precautions in such conditions to ensure personal safety such as wearing appropriate clothing or taking frequent water breaks.

**OTHER JOB FUNCTIONS:**

1. Attend meetings or work overtime as requested by supervisors or district administration.
2. Be respectful and courteous to parents, students and staff.
3. Dress and grooming should be appropriate. Wear proper uniform and name badge.
4. Read and respond to email in a timely manner.
5. Complete all required training.
6. Perform other duties as assigned.