

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MAINTENANCE MECHANIC, Carpenter

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience in carpentry trade or three (3) years experience accompanied with an approved vocational certification
- Class "D" or "E" driver's license required on start date.
- Ability to read and comprehend construction drawings and details.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specific job functions.

**REPORTS TO** Division Supervisor

**SUPERVISES** No supervisory duties

### POSITION GOAL

***To ensure the District's facilities are maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption.***

### PERFORMANCE RESPONSIBILITIES

1. \* Make structural and finish repairs on buildings and build construct miscellaneous carpentry items.
2. \* Install and maintain aluminum, metal and wood doors, windows and frames.
3. \* Install equipment in windows or walls.
4. \* Perform glazing in doors and window frames.
5. \* Assist in the installation and maintenance of millwork, roofing systems and floor coverings.
6. \* Be familiar with the Standard Building Code and Florida Administrative Code (State Requirements For Educational Facilities) Chapter 6-A2.
7. \* Be familiar with the operation and installation of architectural hardware devices.
8. \* Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
9. \* Assist in estimating and planning maintenance and construction projects.
10. \* Accurately and promptly document labor hours and materials expended on assigned tasks
11. \* Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
12. \* Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts
13. \* Install and maintain drywall, masonry, wood, and ceramic wall systems.
14. \* Install and maintain acoustic, plaster and stucco ceiling systems.
15. \* Assist in the design and specification of architectural items and verifying the performance of work completed under purchase order contracts.
16. \* Maintain accountability and inventory for assigned tools and equipment.
17. Perform other duties as assigned by the Division Supervisor.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**D-06 \$34,401 - \$61,091**  
 M-12 D-258 H-2064

**POSITION CODES**

PeopleSoft Position **Multiple**  
 Personnel Category **17**  
 EEO-5 Line **53**

**ADA CODES**

2 **Very Heavy Work**  
 3 **B through V**  
 4 **C through K**

**BOARD APPROVED**

April 8, 1997