Leon County Public Schools Classification Specification

Summary Information:

Classification Title: Assistant Carpenter

Date Prepared: 4/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

421	Building Operations - Carpentry	Shape and/or assemble structural woodwork within one or more facilities.		
430	Painting	Apply color, pigment or paint to areas as assigned.		
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.		
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.		
426	Equipment Set up/ Break down	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.		
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.		
416A	General Facilities Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping.		
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.		
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.		
999	Assigned Duties	Perform other duties as assigned.		
General Classification Specification Factors:				
Education/Experience:		High School Diploma or equivalent with no related experience required		
Supervisory Responsibility:		None		
Type of Supervision:		N/A		

Effective Date:

7/1/2003

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Skill Identification

Managerial/Supervisory Skills	Important	Not
Managerial/Supervisory Skills	Important	Important
 Developing Multi-year Strategic and/or Operational Plans Developing Annual Budgets 		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
• Delegation		
Individual/group leadership		
• Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
• Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
• Advanced math - algebra, statistics, geometry		
• Architecture		
• Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
• Craft skills (electrical, etc.)		
Drawing-figures/drafting		
• Engineering		
• Graphic arts		
• Landscaping		
Good Judgment		
Work standards		
• Integrity		

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Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content 	mporum	
 Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

	T , , ,	Not
Physical Demands	Important	Important
 Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms Color - Match or discriminate colors Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips 		
 Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound 		
 Lifting - raising or lowering an object from one level to another (includes upward pulling) Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) 		
 Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions) Reaching - extending the hands and arms in any direction Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people 		
 Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight 		