# **Leon County Public Schools Classification Specification**

Salary Grade 32

### **Summary Information:**

Classification Title: Assistant Carpenter Date Prepared: 02/2008, 04/2003

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. Perform preventative maintenance on equipment and building components within area of expertise district wide.
430	<u>Building Operations</u> – Painting	Prepare and apply color, pigment or paint to areas as assigned. Perform preventative maintenance on equipment and building components within area of expertise district wide.
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:** 02/2008, 07/2003