

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Carpenter **Date Prepared:** 02/2008, 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

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	Building Operations – 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.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
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.
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.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
427	Building Operations - Records	Record work and cost effectiveness on maintenance and repairs performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	02/2008, 07/2003

Effective Date: 07/01/2003