

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Maintenance Specialist- Commercial Journeyman Carpenter		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License	REPORTS TO:	Maintenance Supervisor and/or Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Under general supervision, performs the full range of journeyman level carpenter duties in commercial construction, door and hardware installation, finishing, and repair of buildings, furniture, and other wood products. Considered a safety sensitive position.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

MINIMUM QUALIFICATIONS:

- Must possess knowledge of Commercial Building Codes.
- Minimum Experience of 10 years in Commercial Building.
- Must possess or have the ability to obtain Lead Paint and Asbestos Certification.
- Must have vast knowledge of commercial door and hardware installation.
- Lead Paint/Renovation Certification
- Obtain a forklift card for construction projects.
- Ability to complete window replacement.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Perform all jobs and responsibilities in a safe manner as depicted in school district policies and procedures.
2. Interpret and work from drawings and plans. Need to be able to communicate in writing and verbal.
3. Communicate and works with local and state governing authorities regarding building code compliance.
4. Performs finish carpentry work, cabinet making, cement work, application of asphalt coatings and plastering and lay tile.
5. Prepares plans, makes drawings and sketches of projects, and estimates costs and orders materials.
6. Participates in necessary painting and general repairs to plumbing, carpentry and mechanical areas as assigned.
7. Able to perform work from ladders and heights.(Scissor lifts; Boom lifts)
8. Regular attendance is an essential function of this position. Willingness to work some overtime and night work.
9. Complies with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
10. Maintains tools and equipment in good working condition.
11. Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment.
12. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
13. May assist other trades as needed.

- 14. May inventory and make recommendations concerning purchase of materials and equipment.
- 15. Additional duties as assigned by supervisor.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.				√	
76-100 lbs.			√		
> 100 lbs.			√		
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over 75 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.			√		
> 100 lbs.			√		
Maximum weight of object pushed/pulled by worker: 75					
Distance: 50 ft. Type of Surface: (i.e. level, carpet, tile): Level					

ENVIRONMENT (WORK CONDITIONS)* - Varies by location and season of year	
Works Inside 50 % of the time	/ Works Outside 50 % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	

Kneel				√	
Crawl				√	
Walk-Level Surface					√
Walk-Uneven Surface				√	
Climb Steps				√	
Climb Ladder				√	
Work at Heights				√	
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√
Operate Foot Controls			√		

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting/Driving				√			
Standing					√		
Walking				√			
Change Positions					√		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: Director of Human Resource

In the event of an on the job injury:

For physician to complete:

Is this job appropriate?

Yes

No

Date of Release:

If not released to regular work at this time, please provide an "ANTICIPATED" DATE:

Physician's Signature

Date