



Pickens County Board of Education Job Descriptions

GENERAL MAINTENANCE – CARPENTER

TITLE/POSITION

RETIREMENT: Public School Employees Retirement

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Director of Maintenance

QUALIFICATIONS:

1. Standard high school diploma or satisfactory completion of any General Education Development (GED) Testing Program preferred.
2. A minimum of two years of successful work experience.
3. Must have a valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties of Pickens County Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Ability to assume responsibility and follow both oral and written instructions.
- Knowledge of necessary trades for building maintenance.
- Able to climb and work from ladders or scaffolding and carry heavy objects.
- Must be willing to work in undesirable locations.
- Ability to work well with others.
- Ability to read blueprints, estimate materials, supplies and costs.
- Willing to answer emergency calls at all hours, including off-hours.
- Perform various carpentry repairs.
- Repair door and window hardware as required.
- Requisition needed supplies and materials.
- Work with administrators to establish school maintenance needs.
- Establish and recommend priorities for repair projects.
- Review, develop and implement cost effective operational procedures.
- Research items to be purchased for maintenance supplies, parts, accessories, etc.

- Keep proper records of preventive maintenance, schedules, job completions, tool and equipment inventories.
- Operate Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- All other duties deemed necessary.