

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Master Carpenter	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Director of Maintenance	<b>Auxiliary Pay Grade:</b>	5 (260 Days)
<b>Dept./School:</b>	Maintenance	<b>Date Revised:</b>	05/06/2022

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**Primary Purpose:**

Under general supervision, perform skilled work in construction, alteration, repair, and installation of fixtures, buildings, and structures throughout the district. Maintain district structures and furniture in attractive and safe condition.

**Qualifications:**

**Education/Certification:**

Clear and valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of equipment, materials, methods, practices, and tools used in carpentry  
Ability to use hand and power tools  
Ability to follow written and verbal instruction  
Ability to read blueprints and diagrams  
Ability to measure and perform mathematical calculations  
Ability to work independently

**Experience:**

Two years experience as skilled carpenter

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Detect and complete needed repairs on buildings, grounds, and equipment by following established inspection and maintenance procedures.
2. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly following oral instructions, plans, specifications, blueprints, and work orders.
3. Select material and hardware and calculate time and materials estimates.
4. Assist with the installation and moving of portable buildings including constructing steps and installing underpinning.
5. Receive and complete work orders. Respond to emergency calls as needed.
6. Maintain accurate records on material and labor used.
7. Inspect jobs upon completion and ensure areas are clean and excess materials are removed as needed.
8. Maintain inventory of district-owned tools, equipment, and materials.

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9. Repair floors, walls, ceilings, screens, sashes, doors, furniture, fixtures, and stairs, finish drywall of limited size and cupboards and roofs.
10. Adjust, repair or replace weather stripping, screens, mirrors, brackets, blinds, linoleum, tile, gutters and downspouts.
11. Drive service truck as required; load and unload materials and supplies.
12. May lead and instruct helpers as required.
13. May perform work in other trades.
14. Work with building principals and supervisors to schedule and complete projects.

**Safety**

15. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
16. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
17. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
18. Follow established procedures for locking, checking, and safeguarding facilities.
19. Follow district safety protocols and emergency procedures.

**Other**

20. Has regular in person attendance and complies with notification procedures for absences.

**Supervisory Responsibilities:**

21. Lead and instruct helpers as required.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard carpentry equipment including small hand tools, power tools, and measuring instruments; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical

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hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_