

JOB PROFILE: Maintenance Level I – Carpentry & Locksmith
 Reports to: Manager of Maintenance Services

Classification: Facilities - Non-Exempt **Hours/Day:** 8 Hours/Day **Days/Year:** 260 Days/Year

Purpose/Summary

A Maintenance Level I – Carpenter/Locksmith Employee will be responsible for all aspects of constructing, repairing and maintaining structures and systems such as walls, partitions, furniture, doors, locks and other parts of all school buildings; implementing and maintaining carpentry maintenance services within guidelines and standards; using hand and power tools according to written and oral instructions. Assists with the guidance of other Maintenance employees in Levels II and III.

Essential Duties and Responsibilities

- Maintains function and reliability of systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Repairs and installs all types of doors, locks, closers, hinges, panic hardware, electronic door controls and locks, metal or wood wall framing, drywall and plaster, wall applications, suspended ceiling systems including grid and ceiling tiles, wood, vinyl, and carpet flooring systems, wood trim, chair rail, cabinet and file cabinet locks, windows and hardware components, rekeying of various types of locksets.
- Responds and troubleshoots various work order requests.
- Maintains safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.
- Updates job knowledge by participating in educational opportunities, reading technical publications.
- Prepares and/or reads specifications for vendors and monitors the compliance of contracts.
- Conducts safety inspections as scheduled and complete accurately as required.
- Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness among employees.
- Participates and uses the departmental document systems, databases, resources, and other related online tools, and adheres to annual requirements of such.
- Maintains accurate and complete School District records, materials and well-documented transactions and follows all records and retention plans, policies, and procedures.
- Maintains high level of confidentiality while completing ongoing communication with District Administration and all key stakeholders.
- Empowered to make decisions for complex cases with updates to the Manager of Maintenance Services. This position determines priorities and defines what should be done and how to achieve these goals in line with Facilities Department work plan, taking into consideration relevant performance standards and possible effects to clients.
- Other duties as assigned by the Manager of Maintenance Services, Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.

Education and/or Experience

- High School Diploma or G.E.D., additional education preferred.
- Minimum eight years of experience in related field or master equivalents.
- Journeyman status and/or 4 years of schooling or certifications.
- Certifications or qualifications must be maintained to keep Level I status.

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Certifications, Licenses, Registrations

- Valid Pennsylvania Driver's License
- Locksmith Certification
- Contractor/Supervisor Asbestos Certification
- Child Abuse History Clearance
- PA State Police Criminal Record Check
- FBI Fingerprinting Clearance
- Act 126 Mandated Reporter: Recognizing and Reporting Signs of Child Abuse Training
- Act 168 Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

Carpentry Journeyman must be able to work independently to complete repairs, maintenance, and installation of all types of carpentry and lock equipment systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required. Written and/or hands-on testing of the ability to perform the required responsibilities of each position may be required.

Knowledge and Abilities

Knowledge of current technology and ability to manage information. Ability to think critically and problem solve. Ability to understand content to organize, manage and communicate electronically. Ability to plan and perform work with minimum supervision

Academic Skills – Ability to complete training requirements for level of job and complies with District practices and procedures. Ability to read and understand maintenance manuals, schematics and building diagrams and blueprints. Ability to research and provide necessary information for problem solving and maintaining district buildings and grounds. Ability to review, measure, estimate, order, removes and install all materials needed to complete assignments. Must be able to read, understand, interpret, and apply wiring and control diagrams. Must understand and apply the ASHRAE, ASME, National Electrical, the BOCA and UCC codes/requirements to their assigned tasks.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Ability to read, analyze and interpret information to effectively communicate with Executive Council, the Superintendent, and key stakeholders.

Math Skills – Knowledge of arithmetic, measurements, accounting, and their applications. Possesses a very high degree of mechanical aptitude.

Technology Skills – Demonstrate competency with up-to-date computer software, including Microsoft Office Suite, Maintenance Work Order System, and Door Security Management Systems. Be able to access, generate and analyze data, utilize email, the Internet, Intranet, use general office equipment, and tablet/iPad.

Reasoning Ability – Ability to think critically and problem-solve.

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Other Skills and Abilities

- Possesses a high level of interest and initiative in maintaining and advancing his/her skills in the maintenance trade.
- Must be a self-starter who independently manages his/her time and work assignments with minimal supervision on day-to-day tasks.
- Leads by example as a positive image to other staff.
- Must be able to use electrical tools and hand tools, when needed.
- Ability to exhibit a high level of confidentiality.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Must possess a high level of attention to detail and maintain consistency and accuracy when providing information.
- Must maintain the ability to multi-task and manage competing priorities.
- Ability to work cooperatively with all internal and external stakeholders and to create consensus among disparate agencies and other stakeholders with competing interests.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a HEAVY Physical Demand Characteristic of Work position according to the physical demand's strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

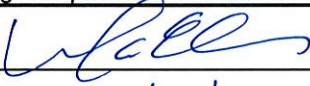
Work Environment

The work environment will vary from moderate situations such as small group, office, classrooms to large group professional settings. Most time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

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Physical and Non-Physical Demands Key				
C - Continuously	F - Frequently	O - Occasionally	R – Rarely	N – Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		C	Crawling	O
Sitting		O	Bending	F
Walking		C	Twisting	F
Lifting		C	Climbing	F
Carrying		C	Balancing	F
Pushing/Pulling		F	Vision	C
Reaching		F	Hearing	C
Handling		F	Talking	C
Fine Dexterity		C	Foot Controls	O
Kneeling		F	Teamwork	C
Crouching		F	Tedious or exacting work	F
Time Pressures		C	Noisy or distracting environment	O
Emergency Situations		F	Multi Building Travel	C
Frequent Change of Tasks		F	Climbing ladders to high places	O
Irregular Work Schedule/Overtime		O	Other (Specify):	
Multi-Tasking		C	Other (Specify):	
<p><i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i></p>				
Director of Human Resources Signature				
Date of Approval		9/28/21		

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