

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

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

<p><b><i>Purpose/Summary</i></b></p> <p>The Carpentry/Locksmith Maintenance Level III Employee, in preparation to become a Carpentry/Locksmith Journeyman, must be able to work with oversight and guidance to accurately and efficiently complete repairs, maintenance, and installation of all types of carpentry and lock equipment and systems.</p>
<p><b><i>Essential Duties and Responsibilities</i></b></p> <ul style="list-style-type: none"> <li>• Supports 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.</li> <li>• Supports installation of all types of doors, locks, closers, hinges, panic hardware, electronic door controls and locks, metal or wood wall framing and drywall and plaster wall applications.</li> <li>• Supports installation of 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.</li> <li>• Supports the rekeying of locksets and equipment.</li> <li>• Responds and troubleshoots work order requests.</li> <li>• Maintains safe and healthy work environment by following standards and procedures, complying with legal codes and regulations.</li> <li>• Updates job knowledge by participating in educational opportunities; reading technical publications.</li> <li>• Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness.</li> <li>• Establishes and maintains working relationships to ensure projects and procedures are following District initiatives.</li> <li>• Report issues or concerns to direct supervisors.</li> <li>• Other duties as assigned by the Manager of Maintenance Services or Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.</li> </ul>
<p><b><i>Education and/or Experience</i></b></p> <ul style="list-style-type: none"> <li>• High School Diploma or G.E.D.</li> <li>• Minimum three years' experience in related field.</li> <li>• Experience in carpentry/locksmith maintenance and/or related field and verification of working toward additional certifications.</li> </ul>
<p><b><i>Certifications, Licenses, Registrations</i></b></p> <ul style="list-style-type: none"> <li>• Valid PA Driver's License</li> <li>• Child Abuse History Clearance</li> <li>• PA Criminal Record Check</li> <li>• FBI Fingerprint Clearance</li> <li>• Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education</li> <li>• Act 168: Sexual Misconduct Abuse Disclosure Release _____</li> </ul>

**Qualification Requirements**

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**

Training will be provided to update knowledge of current technology and ability to manage information. Ability to understand content to organize, manage and communicate electronically.

Academic Skills – Ability to complete training requirements and technical refresher programs 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 learn and 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 and measurements. Possesses a degree of mechanical aptitude. Able to review, measure, estimate, order, remove and install materials needed to complete assignments.

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.

**Other Skills and Abilities**

- Must possess a high level of interest and initiative in maintaining and advancing his/her skills in the maintenance trade.
- Must be able to use cement, sheet metal, and a variety of hand/power tools, when needed.
- Must be a self-starter who independently manages his/her time and work assignments with general oversight and guidance on day-to-day tasks.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Most 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 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.*

<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
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

**Physical and Non-Physical Demands Key**

<b>C - Continuously</b>	<b>F - Frequently</b>	<b>O - Occasionally</b>	<b>R - Rarely</b>	<b>N - Never</b>
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
<b>Standing</b>		<b>C</b>	<b>Crawling</b>	<b>O</b>
<b>Sitting</b>		<b>O</b>	<b>Bending</b>	<b>F</b>
<b>Walking</b>		<b>C</b>	<b>Twisting</b>	<b>F</b>
<b>Lifting</b>		<b>C</b>	<b>Climbing</b>	<b>F</b>
<b>Carrying</b>		<b>C</b>	<b>Balancing</b>	<b>R</b>
<b>Pushing/Pulling</b>		<b>F</b>	<b>Vision</b>	<b>C</b>
<b>Reaching</b>		<b>F</b>	<b>Hearing</b>	<b>C</b>
<b>Handling</b>		<b>F</b>	<b>Talking</b>	<b>C</b>
<b>Fine Dexterity</b>		<b>C</b>	<b>Foot Controls</b>	<b>O</b>
<b>Kneeling</b>		<b>F</b>	<b>Teamwork</b>	<b>C</b>
<b>Crouching</b>		<b>F</b>	<b>Tedious or exacting work</b>	<b>F</b>
<b>Time Pressures</b>		<b>C</b>	<b>Noisy or distracting environment</b>	<b>O</b>
<b>Emergency Situations</b>		<b>F</b>	<b>Multi Building Travel</b>	<b>C</b>
<b>Frequent Change of Tasks</b>		<b>F</b>	<b>Climbing ladders to high places</b>	<b>O</b>
<b>Irregular Work Schedule/Overtime</b>		<b>O</b>	<b>Other (Specify):</b>	
<b>Multi-Tasking</b>		<b>C</b>	<b>Other (Specify):</b>	

*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.*

<b>Director of Human Resources Signature</b>	
<b>Date of Approval</b>	9/26/21