

GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION

JOB TITLE: Journeyman Hardware Mechanic, Carpentry Department

SUPERVISOR'S TITLE: Foreman and Assistant Foreman

DATE PREPARED: 5/99 DATE REVIEWED DATE REVIEWED

Employee/Incumbent Review Immediate Supervisor Review

Dpt Aprvl GCEA Review HRM Aprvl Supt. Aprvl

JOB LOCATION: Maintenance Shops LANE

Implementation Date ADA Review

JOB SUMMARY

Assists Foreman, Assistant Foreman and Lead men in assuring timely and quality work preformed in the carpentry department. Assists in ensuring safe working conditions and procedures. Repairs and installs door frames, metal doors, door openers, fire release doors, auditorium, gym and stadium seating, tables, stage, gym and pool equipment, benches, lockers, smoke release hatches, weight machines, inside handrails, etc.

ESSENTIAL FUNCTIONS

As directed by the Foreman and Assistant Foreman performs tasks as assigned. Supervises and inspects work being performed by apprentices and summer help in the department. Ensures safe working conditions and procedures.

1. Performs work on maintenance and capital outlay projects as assigned.
2. Installs door closures and fire release door closers.
3. Repairs and installs metal doorframes and metal doors.
4. Repairs and installs auditorium, gym, lunchroom, stadium seating including benches and bleachers.
5. Repairs stage equipment including ropes, pulleys, movie screens and multiple curtains..
6. Repairs gym equipment such as glass backboards, volleyball and tennis equipment.
Repairs weight machines and inside handrails.
7. Creates and maintains a safe, clean, and neat work environment. Assures the safe and proper use of tools and equipment.
8. Trains apprentices as directed by Foreman.
9. Maintains appropriate quantities of parts by filling out paper work on daily bases.
10. Maintains other paperwork which includes work orders, invoices, etc.
11. Responds to emergency calls by assuring prompt resolution of problems.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Must be skilled in oral and written communication and interpersonal relations. Must be skilled in communications, both orally and in writing. Must be skilled in planning and organizing people, materials and equipment for specific projects. Must be able to withstand the pressures of emergencies and develop appropriate solutions. Must be able to read blue prints. Must have a general knowledge of building construction and maintenance of facilities. Must be able to use a variety of hand tools, power tools, and other equipment.

DECISION MAKING

Plans and prioritizes daily work assignments. Assesses need for materials, tools and equipment.

INTERACTION WITH OTHERS

Interacts with all administrators, maintenance personnel, teachers, vendors and contractors.

SUPERVISION

May coordinate with contract service vendors, and material vendors. Makes recommendation how projects may be preformed. Assists in evaluating performance of apprentices. Monitors work of apprentices, laborers, & summer help on job site as assigned..

REQUIRED EDUCATION AND TRAINING:

Requires a high school diploma or equivalent. Must possess a current and valid Utah drivers license.

REQUIRED PRIOR WORK EXPERIENCE

Requires completion of a carefully monitored four year apprenticeship as designed by the district

Note: The district administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

WORKING CONDITIONS

May work indoors and out in areas of dirt, noise, dust, grease, chemical exposure, cold, and heat. Some stress from emergencies, irregular hours and meeting project deadlines.

PHYSICAL DEMAND CHARACTERISTICS

Must be able to lift (move) up to 100 lbs.

SOLETE