

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Journeyman Carpenter  
**Supervisor's Title:** Lead Carpenter  
**Date Prepared:** 5/99    **Date Reviewed:** \_\_\_\_\_    **Date Reviewed:** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_    **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Apprvl** \_\_\_\_\_    **GCEA Review** \_\_\_\_\_    **HR Apprvl** \_\_\_\_\_    **Supt. Apprvl** \_\_\_\_\_  
**Job Location:** Maintenance Services    **Lane** \_\_\_\_\_  
**Implementation Date:** \_\_\_\_\_    **ADA Review** \_\_\_\_\_

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**JOB SUMMARY**

Assists Foreman, Assistant Foreman, and Leads in assuring timely and quality work performed in the Carpentry department. Assures proper materials, tools, and equipment. Assures safe working conditions and procedures. Responsible for framing, cabinet making, repairs and maintenance of structures.

**ESSENTIAL FUNCTIONS**

- Performs work on Capital Outlay and Maintenance projects as assigned including but not limited to the following:
- Rough and finish carpentry including cabinet work
- Installs and repairs wood and metal doors.
- Hang various items including marker boards, corkboards, banners, plaques etc
- Fabricates metal ramps for relocatable classrooms.
- Installs and repairs industrial hardware such as; door closers, lockers, restroom partitions, lunchroom tables, bleachers, window louvers, window hardware, gym equipment, auditorium seating, etc.
- Repairs all types of roofs in Granite School District including roof drains
- Creates and maintains a safe, clean, and neat work environment.
- Assures the safe and proper use of tools and equipment.
- Assists in maintaining appropriate quantities of parts by filling out paper work on daily

basis. Maintains other paperwork which includes work orders, invoices, etc

- Responds to emergency calls by assuring prompt resolution of problems
- Participates in job compliance requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.
- May be assigned to participate in organizations, committees and sub-committees as needed.

### **NON-ESSENTIAL FUNCTIONS**

Occasional other duties as assigned within skill level.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Must be able to read blue prints and drawings and possess specific knowledge of building construction and maintenance of facilities. Must be able to use a variety of hand tools, power tools, and other equipment such as forklift, saws, drills, etc. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

### **REQUIRED EDUCATION AND TRAINING**

Must have a high school diploma or equivalent. Must have completed two years (full time equivalent) of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

### **REQUIRED PRIOR WORK EXPERIENCE**

Requires four years of job related and carefully monitored training in the District designed apprenticeship program or acceptable equivalent with demonstrated competence.

**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.

### **DECISION MAKING**

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

### **SUPERVISION**

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

### **WORKING CONDITIONS**

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

### **PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.