



City of St. Charles School District

SKILLED MAINTENANCE-CARPENTRY

Reports to: Director of Facilities/Assistant Superintendent Business
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days which includes 8 paid holidays according to Board Policy.
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

This position helps to maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.

- Maintains regular attendance.
- Ability to perform Carpentry, Cabinetry, Drywall Taping, and Finish Carpentry
- Assumes the primary responsibility for the safe condition of facilities owned and operated by the district.
- Accurately orders and accounts for material and labor relative to assignments.
- Maintains all safety and code requirements of the State, Local, and Board of Education.
- Assumes responsibility for determining which repair jobs may be performed by custodian, general maintenance, or outside contractor.
- Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools, equipment, and supplies.
- Performs preventative maintenance of district owned facilities.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent preferred.
- Demonstrated proficiency through previous job experience and/or training in related field.
- Possess and maintain a valid Missouri Driver's License.

COMMUNICATION SKILLS:

- Ability to write reports and complete work orders consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Revised SY 2004-2005

Revised SY 2010-2011

Revised SY 2012-2013

Revised SY 2022-2023