

THE PUBLIC SCHOOLS  
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Carpenter

- Qualifications:
1. Skill in use of carpentry and woodworking tools and equipment necessary to accomplish designated responsibilities
  2. Ability to make roof repairs including slate and roof coating
  3. Ability to operate maintenance equipment and vehicles
  4. Ability to accept new methods to improve work performance and trade knowledge
  5. Demonstrated and proven evidence of journeyman status as defined by labor department standard and trade associates
  6. Ability to work on site during the hours required
  7. Required criminal background check and proof of U.S. citizenship or legal alien status
  8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Director of Buildings and Grounds

Job Goal: Building and equipment and repair

Performance Responsibilities:

1. Carpentry and repair work such as window glazing (glass or plastic);
2. Drywall construction and repairs;
3. Satisfactorily complete finish trim woodwork, rough carpentry and framing, gutter and flashing work;
4. Furniture repairs and miscellaneous general maintenance;
5. Blackboard and other wall fixture setting and framing;
6. Lock and hardware installation and repairing;
7. Demolition;
8. Roof coating;
9. Gutter and flashing work
10. Direct and assist others in the performance of carpentry and roof maintenance;
11. Review and provide services which conform to district objectives and conforms to all laws, regulations and codes;
12. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
13. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
14. Assist in snow removal when needed;
15. Assume other related responsibilities and duties as assigned.

Terms of

Employment: 12 month, salary and benefits as negotiated by the MEA.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of support staff

ESTABLISHED: 10/85

Revised: 7/88, 4/91, 9/98, 10/06 ,10/08