

## **Carpenter I Building Maintenance**

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually.*

*Applicants must submit all required materials in a timely fashion.*

*Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.*

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

### **Description:**

An employee in this class, with general supervision from a designated individual, performs skilled rough and finished carpentry and flooring installation and repairs, assembles and constructs furniture, and repairs, adjusts, and replaces building fixtures. Performance is evaluated through periodic inspections.

**This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies**

### **Essential Job Functions:**

- Ability to stand, walk, sit, bend, squat, kneel, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extensions ladders
- Ability to climb up and down stairs with heavy loads and to load and unload materials
- Ability to work in confined spaces
- Knowledge of carpentry construction work and introductory knowledge of joinery
- Ability to perform skilled carpentry work
- Possesses customer service skills with excellent communication skills
- Possesses flooring skills to patch, repair and replace various substrates and applications
- Ability to use web-based tools (i.e. iPad, iPhone, PC computer)
- Ability to respond to emergency calls, 24 hours a day/7 days a week

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **Examples of Work:**

- Constructs and maintains structural woodwork and equipment by using standard carpentry

tools and power-driven woodworking machinery

- Performs installation and repair of various floor types used in school facilities such as VCT, broadloom and Powerbond carpet, ceramic and quarry tile, and cove base
- Repairs chairs, tables, desks, bookcases and cabinets
- Constructs, installs and adjusts shelves and partitions
  
- Surveys and recommends treatment to old and new floors
- Installs acoustical ceiling tile and grid systems
- Operates saws, joiners, shapers and other power equipment
- Cleans and repairs tools and equipment
- Repairs bleachers and inside/outside equipment used for physical education and/or athletics
- Installs and repairs lavatory hardware, partitions, doors, panels, mirrors, etc.
- Patches holes in walls
- Installs clocks, bulletin boards, chalk boards, white boards, movie screens, pencil sharpeners, and other materials/items as needed in schools
- Ability to receive work assignments orally or in the form of sketches, blueprints or written instructions
- Applies personal knowledge and skills in completing assignments
- Reviews requests for carpentry work from an assigned number of schools/sites
- Flexibility to work all shifts, with the majority on second shift

### **Minimum Qualifications:**

**Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

### **Education:**

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

### **Experience:**

Five (5) years' experience in performing a variety of skilled carpentry and flooring work.

### **Required Licenses and Certificates:**

Valid driver's license and good driving record.

### **Physical Requirements:**

- Ability to stand, walk, sit, bend, squat, kneel, climb, and use arm and hand movements
- Ability to carry tools and to handle materials and equipment of 80 to 100 pounds

- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extensions ladders
- Ability to climb up and down stairs with heavy loads and to load and unload materials
- Ability to work in confined spaces

**Required Knowledge, Skills and Abilities:**

- Extensive knowledge of standard methods, materials, and tools of the trade with particular emphasis on the maintenance of flooring and building fixtures
- Knowledge of principals of safety and operation of tools and power equipment as they relate to the trade
- Skilled in the use and care of hand and power tools used in the trade, to include sharpening and repair of same
- Ability to perform skilled carpentry work and plan, layout, and sketch requested jobs
- Ability to read and follow work diagrams, schematic drawings, technical manuals, and to implement that knowledge
- Ability to assess, repair and install all types of commercial flooring (i.e. VCT, ceramic, carpet and hardwood)
- Ability to prepare and paint/stain all wall and floor surfaces and miscellaneous types of furniture/cabinetry
- Ability to make accurate estimates
- Ability to maintain accurate records of time and materials used
- Ability to communicate effectively both orally and in writing with fellow workers, administrators and staff
- Ability to operate a motor vehicle safely.

**Salary:**

This is a 12-month position, on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) Salary Grade 7 \$20.01-33.54/hr. (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System).

**Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

**Please be sure to include the following in your application materials:**

- A complete listing of employment locations
- Dates of employment

- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (must upload to online application)

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
Office of Human Resources  
[Laurie\\_Watts@hcpss.org](mailto:Laurie_Watts@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Pre-employment Physical:**

The person selected for this position must meet all requirements of the physical examination, including a color vision test administered by a medical service selected by the Howard County Department of Education.

**Employee Safety:**

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job.

The employee is further responsible for correcting and/or reporting any conditions within the building or grounds which may be hazardous to employees, students or staff members assigned to the building.

The employee is responsible for the safety and maintenance condition of their assigned vehicle.

**Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.**

***Equal Opportunity Employer***

*HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in*

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*providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.*

