

Carpenter II

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Building Maintenance Management team this is skilled manual work at an experienced level with responsibilities in repairing, installing, fabricating, and maintaining various structures and building components.

ESSENTIAL POSITION RESPONSIBILITIES

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

- Perform complex carpentry tasks necessary to repair or replace various building components in school facilities. Building components include drywall, acoustical ceilings, folding partitions, toilet partitions, siding, molding/trim upper and lower cabinets and counter tops, desks, chairs, white boards, projection screens, lockers, gym equipment, bleachers, handrails, ramps, vinyl and wood flooring, carpet and paint. Repair and remediation of damaged building components, including interior and exterior components of walls, doors, headers, joists, wood and metal framing studs, cabinets, ceilings and floor tile/carpet.
- Repair or fabricate new custom cabinets, bookcases, counter tops, chairs, podiums, stairs, ramps and other items in the carpenter's workshop with woodworking machines, hand tools and workbenches.
- Build new office/classroom spaces by constructing walls, setting door frames, hanging doors, prepping and painting walls installing carpet or vinyl floor tiles. Repair walls and roofs for outdoor portable classrooms, stadium press boxes, dugouts, storage sheds, ticket booths, and concession stands.
- Assemble new furniture purchased for schools, including desks, chairs, bookshelves, cubicles, and coat cubbies. Install new white boards, tack boards, chalk boards, wall art, pictures, and flags purchased or created by students and staff.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education: High school diploma or GED equivalent.

Experience: Ten (10) years of experience in commercial carpentry construction services to include at least three years of experience in joinery and cabinetmaking in a workshop using woodworking machines, hand tools and workbenches.

PREFERRED QUALIFICATIONS

- Associates Degree in Building Trades Technology with a concentration in Carpentry.
- Experience working in an educational and/or governmental institution.

- Experience with SchoolDude suite software.
- Experience with Microsoft Office (Outlook, Windows, and Word).
- Experience operating a Class 4 forklift.

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.

PHYSICAL REQUIREMENTS

- Ability to stand, walk, sit, bend, squat, climb and use arm and hand movements.
- Ability to carry tools, and to handle materials and equipment of 80-100 pounds.
- Ability to work at heights on aerial lifts, scaffolding, stepladders and/or extension ladders Ability to crawl in, under, over or through equipment.
- Ability to work in confined spaces.

PRE-EMPLOYMENT PHYSICAL

- The person selected for this position must meet all requirements of the physical examination.

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 their particular job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that 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.

SPECIAL REQUIREMENTS

NA

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will receive further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

EMPLOYMENT INFORMATION

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade IX on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$22.64-\$39.61 per hour. Actual placement will be in accordance with the salary procedures of the HCPSS and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the HCPSS.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (e.g., resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
(410) 313-1521
laurie_watts@hcpss.org

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 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.