

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
LAST REVISION DATE _____
BAND & GRADE _____ 9 _____

POSITION TITLE Building & Grounds Carpenter

IMMEDIATE SUPERVISOR Building & Grounds Supervisor

Job Summary (Basic Purpose of Position)

Performs preventive and corrective maintenance of grounds and buildings.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.01 Determines material needs, cost estimates, size and shape for cabinets and other carpentry projects, constructs and installs same.	C			KNOWLEDGE: 1. Concrete, steel, masonry, cabinetry, ceramics, plumbing, electrical and other building and repair materials. 2. Laying out building sites. 3. Laying out buildings. 4. Safety rules and regulations. 5. Board policies. 6. Requisitioning materials. 7. Equipment used. ABILITY TO: 1. Plan 2. Supervise 3. Organize 4. Control 5. Direct 6. Order materials 7. Conduct group processes 8. Read blueprints 9. Prepare estimates 10. Communicate	1.01 Cabinets and other construction projects were built in a professional manner using good material, cost effective and properly installed.
1.02 Determines needs and performs preventive and corrective maintenance on doors, locks, windows and overhead doors.	B				1.02 Preventive and corrective maintenance was performed as needed and all doors, locks and windows were maintained in a state of good repair.
1.03 Determines need and performs corrective and preventive maintenance on building and grounds.	B				1.03 Preventive and corrective maintenance was performed as needed in building and grounds and both were kept in a state of good repair.
1.04 Assist in developing plans for new facilities when requested.	C				1.04 Assistance was given when requested for developing plans for new facilities.
1.05 Determine material needs and performs classroom and office remodeling when requested.	C				1.05 Remodeling of office and classrooms was done professionally, efficiently and in a cost effective manner.
1.06 Performs lawn watering, grass cutting and snow removal as needed and when requested.	A				1.06 Lawn watering, grass cutting and snow removal was performed as needed.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Perform other job related duties.				11. Coordinate 12. Evaluate SKILLS OF: 1. Carpentry 2. Cabinet construction 3. Lock repair	1.07 Other job related duties were performed as needed.
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