

**GULFPORT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Carpenter

Board Approved July 2, 2012

**QUALIFICATIONS:**

1. High School Graduate
2. Trade School Graduate desirable
3. Knowledge of the standard practices, methods, materials and tools of the carpenter trade
4. Knowledge of properties, uses and adaptabilities of different kinds of woods and other building materials
5. Knowledge of hazards and safety precautions of the trade
6. Skilled in the use of tools, materials and equipment of the trade
7. Skilled in operating hand saw, planer, joiner, shaper, table saw, wood lathe, drill press, sanding machine, router, electric drill and other tools and equipment of the trade
8. Ability to work from specifications and blueprints
9. Ability to climb ladders, build and climb scaffolds and work from either
10. Ability to drive and operate a motor vehicle
11. Ability to get along with other people
12. Valid Mississippi driver's license preferred

**SUPERVISES:** N/A

**REPORTS TO:** Chief Operations Officer

**JOB GOAL:**

To provide efficient, safe customer service to all sites to support an environment conducive to learning

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Repair and replace windows, doors and building hardware throughout the school district
2. Repair and maintain locks, door closers, panic hardware and window opening mechanisms
3. Construct, repair and maintain tables, cabinets, counters and flooring
4. Repair, replace and maintain acoustical ceilings, covered walkways, and venetian blinds
5. Protect and maintain tools and equipment
6. Follow safety codes and regulations
7. Perform other duties as assigned

**TERMS OF EMPLOYMENT:**

Twelve (12) months

**EVALUATION:**

Performance of this position is evaluated annually in accordance of Board Policy for classified employees.

