



Job Description

Job Title: Carpenter I

JTC: CTP

Salary Range: N03

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Under general supervision maintain buildings and related structures applying carpentry techniques and using carpentry tools to construct, alter, repair and/or install walls, stairs, floors, ceilings, windows, doors and locks etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of carpentry, and remodeling trades, practices and procedures following federal regulations governing safety, environmental protection, quality control, hazardous waste disposal and the use of chemical substances. Understanding of carpentry techniques and methods of installation repair and construction.

Ability to undertake special projects, initiatives and solves problems as related. Able to install items such as hardwood floors, siding, cabinets, drywall, and skills to lay out flooring, roofing and installed with as little waste as possible, following safety guidelines.

Proven experience developing effective relationships within the assigned area. Demonstrate skill in the use of tools and equipment, such as saws, drill press, drills, routers, sanders, etc.

Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Ability to read technical documents, blueprints and drawing.

Ability to communicate effectively and courteously with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, lift, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate plus three (3) years of work-related experience. Must have valid driver's license for off-site travel. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform all construction and renovations duties in accordance with departmental standards and applicable code in order to avoid violations of building or fire code. Removes and replaces wallboard, door panels, blackboards and bulletin boards; paints and stains woodwork and furniture and maintains brick/masonry walls.

Constructs, erects, installs and repairs structures and fixtures of wood, plywood and wallboard, sheet rock, acoustical ceiling systems, paneling baseboards, plaster and drywall. Build or repair cabinets, doors, frameworks, floors and other wooden fixtures using carpenters hand tools and power tools.

Follows established safety rules and regulation and maintain a safe and clean environment. Repairs and adjusts automatic doors; repairs and replaces locks. Shape or cut materials to specific measurements, using hand tools, machines, or power saw. Once work is completed, examine work to make sure it meets specifications.

Completes assigned carpentry maintenance and repair tasks with quality workmanship. Maintains tools and machinery is safe and efficient operating condition. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Perform other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.