



Job Description

Job Title: Carpenter II

JTC: P60

Salary Range: N04

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

Performs skilled carpentry work in the construction, maintenance, repair and alteration of building structures and facilities following recognized procedures and techniques of the carpentry trade. Practices preventive maintenance of carpentry tools and equipment, and complies with federal regulations governing safety, environmental protection, hazardous waste disposal and the use of chemical substances and materials common to construction.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of methods, materials, terminology of the carpentry trade, and experience with equipment used in carpentry, plumbing, masonry, electrical and other maintenance work. Knowledge of occupational hazards and safety precautions following all federal, state and local building codes and regulations.

Proven experience and knowledge are used to determine the best approach to solving a difficult issue or problem. Familiar with all aspects of remodel projects including but not limited to layout, framing, drywall hanging and finishing, finish trim, carpet, paint, suspended ceilings, window and door installation. Ability to analyze, plan, organize work and meet schedules and deadlines; maintain accurate records and prepare reports as requested.

Knowledge of commonly used concepts, practices, procedures and determine accurate arithmetical computations. Demonstrated ability to maintain productive working relationships in a diverse environment and the ability to encourage others when appropriate. Ability to lay out a plan and execute carpentry work, using hand and power tools. Ability to read blueprints and specification to determine scope of work, location, quantities and quantity of material required. Ability to manage the key shop and lock system, maintain machinery and equipment.

Capable of assessing situations to determine the importance, urgency, and risks, and makes clear decisions which are timely and in the best interests of the community. Ability to lead teams from conception to completion on projects using materials efficiently as well as completing daily work assignments.



Experience and understating processes to troubleshoot, diagnose and recommend repairs. Ability to perform duties effectively, timely and without supervision. Able to inspect damaged buildings, structures and reviews new plans to determine materials and time required to estimate the cost of repairs or construction.

Strong verbal and written communication skills as well as interpersonal skills to support interaction with staff and students from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree and one (1) years of 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

Responsible for painting and staining woodwork and furniture; maintains brick/masonry walls; removes and replaces walls, door panels, blackboards, carpeting, builds cabinets and shelving and maintains bulletin boards. Repairs and adjusts doors, including automatic doors; repairs and replaces locks; maintains the college key shop, machinery, and equipment. Complies with all applicable health and safety regulations, policies and established work practices.

Follows established safety rules and regulations and maintains a safe and clean environment. Receives work orders; ascertain service needed, prepares cost estimates of material and labor used in planning; and may distribute work accordingly to other tradesmen.

Assists others in trade area when necessary, such as but not limited to, plumbing and electrical, etc. Performs and oversees preventive maintenance of designated building(s) and structural components. Interprets blue prints, schematics, and technical manuals in performing repairs and installation activities.

Provides leadership and guidance with other staff members completing projects to ensure deadlines are met and projects completed within budget allocation. Hangs sheet rock, acoustical ceiling systems, paneling and baseboards of location. Requisitions supplies, parts, equipment and other related items; makes recommendations for future budget and equipment needs. Functions in a lead capacity and perform supervisory duties in absence of the supervisor.

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.