



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/14/2024

Carpenter

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Facilities

Primary Location: Facilities Services

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is skilled and lead carpentry work in the construction, repair, and maintenance of facilities throughout the Loudoun County Public School System. An employee in this class is responsible for leading varied carpentry tasks and ensuring that work meets accepted trade and safety standards. Substantial background in metal framing, ACT installations, and large-scale drywall finishing is required. The employee constructs and maintains structural woodwork and furniture by using standard carpentry tools and power-driven woodworking machinery. Work consists primarily of carpentry, roofing, locksmith, and other general maintenance to vertical structures. Assigns daily work both orally and electronically through a work order management system. Inspects the progress and completion of work completed by others to ensure conformance with prescribed standards and procedures.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Assists General Maintenance Supervisor in scheduling, planning, and supervising the work of carpenters, locksmiths, and general maintenance personnel
- Oversees preparation of job estimates for materials, prepares sketches and plans; builds and installs cabinets, bookcases, dry erase boards, and bulletin boards
- Repairs and/or replaces door locks, panic bars, internal and external doors, and door closures
- Cuts and replaces window glass, repairs roofs, repairs installed casework, and countertops
- Repairs and/or replaces floor tiles, carpet, wooden floors, ceiling tile and metal grids, window shades and blinds, bleachers, desks, chairs, masonry, siding, and other parts of the vertical built infrastructure
- Builds partitions and frames walls; installs and finishes drywall; builds ADA accessible equipment

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED
Completion of an apprenticeship in carpentry

Experience

Licenses and Certifications

Current valid driver's license; CDL is desired

Knowledge, Skills and Abilities

- Master level knowledge of the carpentry and locksmith trade
- Knowledge of the hazards and safety precautions of the trade
- Ability to read blueprints and other drawings
- Skill in using the tools, equipment and materials of the trade
- Ability to operate a work order management system using a desk top computer or mobile tablet

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.