

# MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT SUPERVISOR

TITLE: **FINISH CARPENTER, LOCKSMITH METAL FABRICATOR**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	0
<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b>
Operations and Maintenance	Maintenance Foreman	Non-Exempt
<b>CLASS SUMMARY:</b> Under limited supervision performs a variety of general maintenance, construction, installation and repair activities of buildings, grounds and equipment to ensure the continual operation of District facilities. Activities may include repairing, fabricating, maintaining and/or installing wood and metal structures and District locks and door hardware.		
<b>DISTINGUISHING CHARACTERISTICS:</b>		

DUTY NO.	ESSENTIAL DUTIES:	FRE-QUENCY	BAND/ GRADE
1	Performs troubleshooting procedures to identify inadequately designed and/or defective materials and/or equipment. Determines the best process for repair/replacement of defective item(s) (e.g. identifying the necessary parts, materials and tools required).	Daily	B2
2	Performs general maintenance, construction, installation and/or repair activities on school buildings and equipment to ensure the continual operation of District facilities. Repairs, fabricates, maintains and/or installs wood and metal structures and District locks and door hardware.	Daily	B2
3	Designs and installs high quality counters, cabinets, tables and assorted metal structures.	Daily	C4
4	Repairs, maintains and replaces the District's door hardware and locks.	Daily	B2

5	Constructs and remodels existing structures/ projects as identified/approved by the District's capital improvement needs.	As Needed	B2
6	Provides as-built drawings on modifications and new installations.	Daily	B2
7	Coordinates carpentry work done by building custodians and carpenters .	Daily	B3
8	Records/repairs completed/required and	Daily	A1
9	Assigns and monitors on-site job activities of carpentry crews. Provides work direction and on-the-job training functions.	As Needed	B3
10	May be required to perform additional duties which result from the Operations and Maintenance Department's workload and/or work assigned by the Maintenance Foreman and/or his designee.	As Needed	C4

**Knowledge:**

**Skills (position requirements at entry):**

**Training and Experience (position requirements at entry):**

Previous education, training, work or life experience which provides evidence of the successful completion of the various tasks listed. Such experience may be evidenced by six (6+) years of general carpentry maintenance and/or repair work in commercial, industrial or institutional facilities.

**Licensing Requirements (position requirements at entry):** Valid Alaska Drivers License

**Physical Requirements:** Medium Work: Exerting upto 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

**Classification History:**

Adopted PMH 01/21/03

Revised