

POSITION: CARPENTER I
REPORTS TO: Director of Operations
DESCRIPTION: Personnel classified as a carpenter's helper.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to do manual labor.
5. Valid West Virginia driver's license.

RESPONSIBILITIES:

1. Assists and does preparation for the craftsman in locker repairs and installations, window glazing, refinishing gym floors, bleacher repairs, window shade and drapery installation, cabinet making and installation, and furniture renovations, etc.
2. Performs minor carpentry duties as assigned.
3. Performs clean-up duties and preparation duties on the job afterwards.
4. Maintains tools, equipment and supplies inventories on the truck and on the job.
5. Performs general labor duties when assigned.
6. Maintains positive work habits.
7. Performs duties efficiently and productively.
8. Maintains and/or upgrades job-related skills.
9. Performs other related tasks as assigned by the Director of Operations.
10. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: E

EMPLOYMENT TERM: 261 Days