



**Job Title:** Carpentry Craftsperson

**Reports to:** Director of Maintenance, Carpentry Craftsperson

**Department:** Maintenance

**Number of Days:** 12 Months

**Compensation:** Grade 11

**Overtime Status:** Non-Exempt

**Date Job Revised:** August 20, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** A carpenter is defined as a craftsman with a skill and experience level greater than a helper or laborer, but less than a lead carpenter. The carpenter will generally have a smaller tool inventory and may need direction to perform more advanced carpentry skills. This position will be responsible for completing all assigned work orders in a timely manner. Work will include hanging doors, measure and mark materials for cutting, cut and drill wood and other material using hand and power tools. This position must report labor, cost and

any pertinent notes/information regarding all assigned work orders and return to the foreperson daily.

**Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalent

**Specialized Knowledge, Licenses, etc:**

- Must have a general knowledge and/or experience in all areas of carpentry equipment

**Experience:**

- Minimum of 3 years' experience in all phases of construction

**Physical Requirements (if applicable):**

- Lifting - may exceed 50 pounds
- Climb ladders and scaffolds

**Other:**

- Must be a self-starter, highly motivated with a positive attitude
- Capable of relating to management staff and other employees
- Ability to work without direct supervision and desire to learn all phases of job-related activities
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision
- Skilled in operating all types of equipment assigned to department including craft associated equipment

**Customer Contacts:**

- Internal: Director, Supervisors and Forepersons
- External: Site Principals/Administrators and Staff

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Proficient at the following tasks: hang doors, drill and set door hardware, set windows, layout for stairs and common rafters, read blueprints, utilize appropriate math skills
- Measures and marks materials for cutting; cuts and drills wood and other materials using hand and power tools. Joins materials with nails, screws or glue; checks accuracy of work with levels, rulers and measuring tapes
- Ability to provide estimate of labor and material cost for projects upon request
- Keep records of time and material for all jobs
- Ability to work collaboratively with others on a team
- Various other tasks as assigned by the Director and as needed

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Inside and outside work in all conditions

- Extreme weather conditions (heat/cold)
- Confined space entry

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*