



MOORE COUNTY SCHOOLS
Growing to Greatness

Title	Carpenter/Warehouse Assistant
Reports to:	Carpentry Supervisor
Terms of Employment:	12 months
Salary	Pay Grade 61

- Qualifications:**
- Graduation from high school or equivalency
 - Two to three years experience in the building trade
 - Experience and general knowledge of inventory controls, warehouse operations, or related experience
 - Valid North Carolina Driver's License

Supervises: None

Essential Job Functions:

1. Performs skilled and semi-skilled carpentry tasks in the repair, alteration, and construction of wooden, metal, and masonry structures.
2. Erects, moves, and works from scaffolds and ladders.
3. Frames walls, applies and finishes gypsum board.
4. Repairs roofs and ceilings.
5. Repairs and hangs doors and windows.
6. Repairs and replaces floor tile and carpet.
7. Repairs walls, cabinets, and furniture.
8. Constructs ramps and steps for modular units.
9. Repairs and replaces door hardware.
10. Hauls and places gravel and screenings to walkways.
11. Forms and pours concrete for sidewalk and building pads.
12. Installs ceilings.
13. Performs rough and finish carpentry.
14. Assists Textbook/Warehouse Technician as assigned.
15. Performs warehouse operations by assisting in the receipt, stocking, and distribution of items at the central warehouse.
16. Assists in maintaining custodial supply inventory.
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18. Assists in the delivery and movement of textbooks and supplies to schools.
19. Communicates with school personnel, custodians, and maintenance personnel to address needs, concerns, and questions.
20. Assists in ordering equipment for grounds and custodial use.
21. Utilizes forklift to load and unload supplies as needed.
22. Assists in inventory reviews.
23. Maintains warehouse areas clean and free of safety hazards.
24. Maintains gas log.
25. Provides assistance to other crews as needed.
26. Responds to after hour emergencies as requested.
27. Performs other duties and responsibilities as assigned by supervisor.



Maintenance Department Physical and Cognitive Requirements

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The major physical and cognitive requirements listed below are applicable to the **Carpenter/Warehouse Assistant** job classification within the Maintenance Department of Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment