

# MADISON METROPOLITAN SCHOOL DISTRICT EMPLOYMENT OPPORTUNITIES

Apply to: Human Resources, Room 133, 545 W. Dayton St.  
Madison, WI 53703 (608) 663-1865 Phone (608) 204-0346 Fax  
<http://hrweb.madison.k12.wi.us/jobs>

---

PLEASE ROUTE TO CUSTODIAL OFFICE

OPEN TO ALL APPLICANTS

---

**TITLE:** Carpenter – 2<sup>nd</sup> shift

**HOURS PER WEEK:** 40

**WORK LOCATION:** Pflaum Building Services

**NORMAL HOURLY STARTING PAY RATE:** \$26.24

**DATE POSTED:** June 29, 2012

**HOURS OF WORK:** 2:00 pm to 10:00 pm

**UNION REPRESENTED:** Yes

**DEADLINE TO APPLY:** July 27, 2012

---

**GENERAL RESPONSIBILITIES:** Under general supervision of the Assistant Director of Facilities Engineering this position involves a wide variety of carpentry duties involving the maintenance, repair and construction work in all MMSD facilities. Position requires varied working hours and availability on an emergency basis. Work schedules subject to change.

**ESSENTIAL FUNCTIONS:**

- 1.) Complete major carpentry-related repairs, maintenance, asbestos abatement and remodeling work as assigned.
- 2.) Purchase materials, parts, and equipment as necessary.
- 3.) Visit each building frequently and be familiar with the various building components.
- 4.) Participate in hands-on repairs, construction and maintenance of carpentry related work.
- 5.) Obtain required building permits as necessary.
- 6.) Estimate and procure materials.
- 7.) Maintain records of materials and labor associated with assigned work.
- 8.) Other duties as assigned.

**KNOWLEDGE SKILLS & ABILITIES:**

- 1.) Knowledge of Federal, State and Local codes, regulations and ordinances related to construction activities and specifically with carpentry work.
- 2.) Knowledge of building construction procedures, methods and components, and standard repair procedures.
- 3.) Knowledge of the safety requirements, state code and general orders of the Department of Industry, Labor and Human Relations, and the laws relating to the construction trades.
- 4.) Ability to wear a negative-pressure air purifying respirator.

**TRAINING/EXPERIENCE:**

- 1.) Proven ability to work from shop drawings, wiring diagrams, blueprints and sketches.
- 2.) Proven ability to plan and layout repair and maintenance work.
- 3.) Ability to estimate and purchase materials.
- 4.) General carpentry experience in all types of work; trouble shooting, repair and remodeling.
- 5.) Finishing experience: door and window fitting; lock work; cabinetry, ceiling and floor tile; general carpentry and construction work.
- 6.) Mechanical experience; partition work; repair and setting of door closures; maintenance of saws, planers, routers and other equipment.
- 7.) Experience ordering correct quality, quantity and type of materials to do job properly.
- 8.) Ability to prepare drawing and sketches for job-related work.
- 9.) Proven ability to work cooperatively and effectively with co-workers, contractors, technical consultants, students, and the public.

- 10.) Punch list/Project close out experience.
- 11.) Experience working cross-culturally and/or commitment to work toward one's own cultural competence, i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise, and having the desire to learn in these areas

**MINIMUM QUALIFICATIONS:**

- 1.) Recognized as a journeyworker carpenter by an appropriate authority or documentable training and experience equivalent to a journeyworker.
- 2.) Graduate of a recognized apprentice program for carpenters or equivalent training and experience.
- 3.) Valid Wisconsin driver's license and personal vehicle required.
- 4.) Hold, or ability to hold, a State of Wisconsin Asbestos Supervisor Certification within 6 months of hire.
- 5.) Hold, or ability to hold, a State of Wisconsin Lead Supervisor Certification within 6 months of hire.
- 6.) Ability to pass a medical evaluation for respiratory protection within 6 months of hire.

**APPLICATION PROCEDURE:**

All applications, including applications for transfer, promotion or demotion must be on file in the **Department of Human Resources** no later than 4:15 p.m. on **the deadline date.**

This position is covered by the Provisions of the Madison Building & Construction Trades Council, Inc. Collective Bargaining Agreement and its appropriate affiliated locals.

**SELECTION PROCESS:**

All completed applications on file in the **Department of Human Resources** as of the due date will be evaluated. Applicants may also be required to satisfactorily complete a written examination or skills test. The most qualified applicant(s) will be referred to the hiring authority for an interview.