

## Job Description

**Job Title:** Carpenter II  
**Position Code:** 5N32, EN32  
**Job Classification:** Non-Exempt

**Supervisor:** Carpenter Crew Leader  
**Pay Grade:** 27  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing a wide variety of skilled carpentry tasks to repair and/or improve equipment or buildings.

### Essential Duties

1. Repairs cabinets, desks, tables and other office furniture.
2. Repairs doors, locks, signs, screens and similar items, repairs window components and replaces window glass; make and repair screens; operate woodworking machinery; builds custom case work, signs, picture frames, and bulletin boards.
3. Makes counter, cabinet and table tops from Formica; replaces floor and ceiling tiles, frames and finishes walls, and constructs shelves,
4. Able to operate woodworking machinery sharpens saws, chisels, planer blades, knives and drill bits.
5. Makes concrete repairs and performs construction of new sidewalks, stoops or ramps.
6. Abate or supervise removal of asbestos containing building material.
7. Reconciles P-Card transactions.
8. Utilizes netbooks to report daily labor and materials usage.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Carpenter Crew Leader or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school or G.E.D. certificate or trade school course. Considerable experience as a Carpenter I. Knowledge of the common practices, tools and terminology of the carpentry trade. Ability to work from plans and specifications and to follow rough sketches and oral instructions. Ability to estimate time and materials needed; ability to operate common woodworking machinery. Knowledge of good asbestos abatement procedures. Must possess or be willing to obtain an Asbestos Supervisor certification from an EPA authorized training facility. Training must be completed within 60 days of hiring. Ability to read, write and do mathematics associated with carpentry work. Generated documents required for compliance with asbestos laws. Good physical condition, able to climb ladders, stoops, crawl and kneel. Eye sight and hearing correctable to meet challenges of the job.

### Working Conditions and Physical Requirements

Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/school/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Carpenter I and others as assigned

**Supervision Received:** Carpenter Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Carpenter II will be required to follow any other instructions and to perform any other related duties as assigned by the Carpenter Crew Leader or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 09/2021 CR  
Updated 03/2026 LS