



## School District of Philadelphia

- Title:** General Construction Mechanic 'B'
- Department:** Facilities Management and Services
- Reports To:** Trades Planner, Scheduler and Facilities Area Coordinator

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

### **Job Summary**

Entry level work performing carpentry work; constructing, maintaining, altering, and repairing school facilities and equipment; locksmith work installing, altering, and repairing locks on School District doors, equipment and facilities; installation, cutting, repair and replacement of window shades. Works in the installation and repair of wood and modular office systems at various school locations. Employee does refinishing and renovating of school furniture and equipment; works in the repair and maintenance of indoor gymnasium equipment throughout the School District; installation and repair of a variety of floor coverings for the schools and offices of the School District.

### **Essential Functions**

- Performs skilled duties involving rough and finished carpentry with some blueprint and diagram reading.
- Replaces damaged sections of doors and frames, sashes and frames; repairs and replaces locks, indoor hand rails, wooden stands in athletic fields, wooden garage doors, protective screens, wood fencing, flooring, etc.
- Installs or removes partitions, blackboards, bulletin boards, mail boxes, lumber racks, soap dispensers, paper towel holders (as part of renovations or new construction), shelving, fire extinguishers, etc.
- Installs panic bolts on fire tower doors.
- Prepares materials for carpentry jobs by performing cutting, joining or molding on lumber, cork or other materials.
- Repairs sagging ceilings, gymnasium stands and eases sticking doors.
- Installs ceilings for new installations and renovations, including grids and tiles; replaces ceilings under terms and conditions.
- Oversees the loading and unloading of carpentry trucks; instructs loading personnel in the handling of all power machinery.
- Performs tasks on power machinery such as swingsaws, planers, sanders, molders, band saws, drill presses, grinders, etc.
- Repairs and replaces all types of locks including file cabinets, desks and locks; inserts new tumblers to change combinations.

- Performs keying and rekeying; sets cylinders using codes and code machines; selects key blanks, cuts keys, fit keys to locks; makes master keys.
- Performs work on power machinery, such as key cutting machines, drill press and grinder.
- Cuts, installs and repairs all types of window shades and draperies.
- Repairs and installs floors with damaged or worn tiles and in new locations where floor coverings are required.
- Planes, sands and fills floors in order to obtain level surfaces.
- Adjusts and repairs door latches.
- Oversees the work of trainees in the trade.
- May estimate, order and transport necessary materials and equipment to complete work order(s) at assigned location.

### **Other Functions**

- Performs incidental work as required.

### **Minimum Requirements**

- Education equivalent to the completion of the twelfth school grade.
- Three years of full-time, paid, journeyman level experience in the appropriate trades area.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of the principles, methods, tools, materials and procedures of carpentry and related trades such as floor covering, locksmith, shade repair.
- Considerable knowledge of the occupational hazards and safety precautions of the trades.
- Considerable knowledge of the standard School District safety precautions governing the use and inspection of the equipment used in the trades.
- Considerable knowledge of the various types of materials and equipment used in the trades.
- Skill in making and fitting locks and keys.
- Skill in the care and use of the tools of the trades.
- Ability to work from and read blueprints, drawings and sketches.
- Ability to accurately follow oral and written direction.
- Ability to prepare records and reports of work performed.
- Ability to establish and maintain effective working relations with associates and superiors.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Certificates/Licenses**

Possession of a proper class license valid to operate a motor vehicle in the Commonwealth of Pennsylvania prior to appointment and during tenure of appointment.

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<b>HR Use Only</b>	
Title Code	7043
Salary Grade	2438/7438
Bargaining Unit	National Conference of Firemen and Oilers, Local 1201
Date of Establishment	9/99
Date of New Format	3/07
Analyst	JAG