



For the future of every student

## **CLASS TITLE: CARPENTER**

### **BASIC FUNCTION:**

Under the direction of the Maintenance Manager, perform skilled carpentry work in the maintenance, repair, alteration and construction of buildings, facilities, structures and equipment; construct, install, maintain and repair woodwork.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform skilled carpentry work in the maintenance, repair, alteration and construction of buildings, facilities, structures and equipment; assure compliance with building, health and safety codes and standards.

Construct, form, frame, finish, maintain and repair various items and woodwork such as partitions, forms, cabinets, doors, shelving, fixtures, furniture, countertops, tables, decks, cases, scaffolding and fences; construct and maintain walls, floors, ceilings and roofs as directed.

Install, maintain and replace locks, windows, bulletin boards, chalkboards, lockers, playground equipment and other equipment as assigned; cut, fit and hang doors; install and repair drywall and plaster.

Plan, organize and lay out assigned tasks; draw rough sketches, plans and working drawings of construction jobs and alterations; interpret plans, diagrams, blueprints, sketches and specifications; work from verbal and written instructions and work orders; respond to emergency situations.

Participate in the construction, framing and remodeling of classrooms, offices and other District buildings as assigned; mix, pour, place, shape and finish concrete.

Operate and maintain a variety of carpentry equipment including saws, shapers, routers, lathes, drills, grinders and various hand and power tools; drive a vehicle to conduct work.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain adequate inventory of materials and equipment.

Move, arrange, assemble, pick up, transport and deliver various furniture, materials and equipment as directed; load and unload equipment and supplies.

Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to work orders, materials, projects and assigned activities.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

#### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, equipment and materials used in skilled carpentry and general maintenance and repair.

Operation and use of hand and power tools and equipment.

Proper methods of storing equipment, materials and supplies.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Requirements of maintaining facilities, utilities, structures and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Technical aspects of the carpentry trade.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Perform skilled carpentry work in the maintenance, repair, alteration and construction of buildings, facilities, structures and equipment.

Construct, install, maintain, form, frame, finish and repair woodwork.

Operate a variety of tools and equipment used in the skilled carpentry trade.

Plan and lay out carpentry work.

Read and work from plans, blue prints, sketches, specifications and diagrams.

Observe health and safety regulations and procedures.

Communicate effectively both orally and in writing.

Estimate material, equipment and supply needs.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by completion of an approved apprenticeship program in the carpentry trade and three years journey-level carpentry experience involving construction, repair, alteration, forming, framing and finishing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Hearing and speaking to exchange information.  
Seeing to read and perform carpentry functions.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Climbing ladders and working from heights.  
Standing for extended periods of time.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Power saws and flying debris or nails.  
Working at heights.  
Chemical fumes.

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*Approved by Personnel Commission: 09/19/2007*