

**CARPENTER****DEFINITION**

Under general supervision, performs the full range of skilled journey-level rough and finished carpentry work; assists or coordinates with other skilled trades or serves as skilled worker on larger projects; monitors and/or trains semi-skilled and unskilled maintenance workers; and performs other duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Designs, constructs, remodels, alters, maintains and repairs articles and structures of wood including shelves, partitions, counters, doors, walls, window frames, fixtures, furniture, scaffolds, forms, floors and casework; performs mill and cabinet work; maintains and repairs woodwork of buildings; fits doors, windows, sashes and screens; hangs and finishes drywall; designs, makes and repairs school and office furniture and fixtures.

Draws layouts and working sketches of various carpentry projects; plans and estimates material and labor costs; purchases materials and supplies; maintains work records. Operates saws, drills, nail guns, sanders, planers, routers, and other hand or power operated tools and equipment; drives trucks, forklifts, tractors and other vehicles; maintains shop including cleaning and organizing tools and shop equipment. Contacts school and site personnel regarding maintenance or repair needs; identifies possible long-range problems and makes suggestions for resolutions. Confers with contract vendors to discuss plans and resolve issues; writes change orders.

Performs maintenance and repair duties of a generalist nature, such as roofing, glazing, floor covering, pouring and finishing concrete and other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The **Carpenter** classification performs the full range of skilled journey-level rough and finished carpentry work. The **Maintenance Worker I** independently or as a member of a work crew performs a variety of moderately difficult semi-skilled maintenance and repair tasks of District facilities and equipment. The **Maintenance Worker II** frequently assists and performs skilled maintenance, repair and construction tasks in one or more of the trades areas, under close supervision of a journey-level trades person and performs moderate to complex semi-skilled tasks independently or as a member of a work crew.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Standard methods, codes, materials, practices, tools, and equipment used in both the rough and finished carpentry trade; basic tools and procedures used in other/related trades; safety practices necessary around tools and materials and for performing work with heavy physical requirements.

**Ability to:** Demonstrate proficiency in performing skilled rough and finish carpentry; understand the principles of the carpentry trade at a level sufficient to identify problems and perform tasks safely and completely; use required hand and power tools and equipment; operate trucks, forklifts, tractors and other vehicles; draw rough sketches of carpentry projects; read and work from sketches, plans, drawings, specifications and blueprints; work cooperatively with co-workers, site and District staff, students and others; communicate clearly and effectively; understand and follow oral and written directions;

maintain records; schedule and perform work to meet established time lines; work independently with little direction; learn and perform duties of other trades if assigned; serve as assistant or lead worker on larger projects.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, sit, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend on a daily basis for eight to ten hours a day; strength to regularly transport objects weighing up to 75 pounds and occasionally up to 100 pounds (e.g. sheets of pressed wood, roll of torch down roofing, cement bags, etc.); mobility to climb and descend ladders; subject to working in high, precarious places; sufficient finger dexterity to grasp, push, and pull hand and power tools and heavy equipment and objects; sufficient stamina to perform heavy manual labor on a daily basis; sufficient dexterity to working in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to read fine print.

Work is subject to exposure to poor ventilation, dust, dirt, odors, noise, electric shock, chemicals, fumes, solvents, gases, and vibrations. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. Work is subject to traveling to district sites.

**Typical Background:** Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school **and** one of the following that leads to skilled or journey-level equivalency: At least four years of progressively responsible work experience in the rough and finish carpentry trade, or trade schooling and experience, or a formal apprenticeship.

**Licenses and/or Certificates:** Possession of a valid Class C California driver's license. Must meet district vehicle and liability insurance requirements. May be required to obtain job-related certificates after appointment (e.g. forklift, power actuated tool, etc.).

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.