Position Description

TITLE: Carpenter
REPORTS TO: Building Trades Supervisor
DEPARTMENT: Maintenance
CLASSIFICATION: Classified
FLSA: Non-Exempt
WORK YEAR: 261 Days
BOARD APPROVAL: 
SALARY: Crafts Salary Schedule/ 90% Union Scale

BASIC FUNCTION:

Perform journey-level rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities; perform locksmithing and cement forming and finishing work.

REPRESENTATIVE DUTIES:

Perform skilled rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities. E

Design and construct walls, shelves, and furniture. E

Repair and install new locks, repair locks, change lock combinations, open locks and make new or duplicate keys; maintain file and security of duplicate keys. E

Repair floors and roofs. replace window panes. E

Draw plans, estimate project costs and order materials on a job by job basis; maintain work and material records. E

Perform necessary milling, staining and finishing work. E

Repair or replace tumblers, springs and other parts; repair panic bars and other exit hardware. E

Mix, set forms and finish concrete. E

Make and repair school and office furniture, equipment, and wooden fixtures; perform mill and cabinet work. E

Maintain and repair woodwork of buildings; fit doors, window, sashes and screens; install partitions and ceiling tiles. E
Operate lathes, planers, shapers, joiners, sanders, band saws and other woodwork equipment; operate a District vehicle and related equipment; maintain equipment, tools and work area in a safe, clean and orderly manner. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to carpenter apprenticeship program and five years of journey-level carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; successfully pass a Class B physical exam.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, equipment, tools and materials of skilled rough and finish carpentry work.
Building and safety codes and regulations.
Quality and adaptability of various woods.
Basic record-keeping techniques.

ABILITY TO:
Perform skilled rough and finish carpentry work to repair, construct or remodel District facilities.
Prepare sketches and designs of proposed projects.
Understand and work from blueprints.
Understand and follow oral and written instructions.
Maintain records.
Work independently with minimal supervision.
Work efficiently to meet schedules and time lines.
Observe legal and defensive driving practices.
Work cooperatively with others.
Maintain work pace appropriate to given work load.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor, outdoor and shop environment; driving to conduct work; noise from equipment operation; exposure to adverse weather conditions.

PHYSICAL ABILITIES:
Kneeling, pulling, pushing, carrying and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; hearing and speaking to exchange information.

HAZARDS:
Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; exposure to flying debris or nails.

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