CLASSIFICATION TITLE: CARPENTER

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform skilled carpentry work in the alteration, repair and construction of equipment and structures.

REPRESENTATIVE DUTIES:

Perform carpentry work, such as installing or replacing cabinets, counter tops, cabinet doors and paneling; repair wood furniture and hang doors and door checks. E

Perform rough carpentry for new and repair work; repair damage to walls, floors, roofs and other damaged structures. E

Replace broken windows; install glass and windows, interior and exterior walls or other surfaces. E

Hang and repair doors; install doorknobs; adjust or replace door closure, door stops and other door hardware. E

Build partitions; construct walls using paneling and other decorative materials; replace and repair partitions, ceiling, broken tiles and other items. E

Perform mill and cabinet work, such as constructing and installing cabinets, bookshelves and picture frames. E

Prepare drawings and sketches of construction and repair projects; estimate cost and assure that the material is available to meet repair requirements; maintain record of materials used and work done. E

Construct, repair and install furniture, equipment and wooden fixtures; build closets, cases and shelving. E

Operate saws, lathes, planers, shapers, jointers, sanders, hand saws and other wood working machinery; maintain and service tools and equipment. E

Repair, construct and install roofs, sky lights, bulletin boards, chalk boards and acoustical tile on ceilings and walls. E

Assist in performing other skilled maintenance duties as assigned.

Perform related duties as assigned.

Established July 1986
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Equipment utilized in the carpentry trade
- Materials, tools, shop math and procedures used in performing rough and finished carpentry
- Basic qualities and uses of various woods and other construction materials
- Health and safety regulations
- Interpersonal skills using tact, patience and courtesy
- Repair methods for furniture and tile
- Technical aspects of field of specialty

ABILITY TO:

- Utilize carpentry tools and machines
- Plan and lay out carpentry work, including estimating labor and material cost
- Work from blueprints, rough drawings and sketches
- Work independently with little direction
- Maintain records and reports
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Plan and organize work
- Perform other skilled maintenance work as assigned
- Use a variety of tools and machinery used in the basic trade
- Safely operate a maintenance vehicle

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from the eighth grade and four years of training or experience which demonstrates journey-level skill in the assigned trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor, outdoor and shop environment
- Subject to driving a vehicle to conduct work
- Sawdust, and noise from equipment operation.
PHYSICAL ABILITIES:

Lifting objects weighing up to 100 pounds
Carrying, pushing, and pulling
Reaching overhead, above the shoulders and horizontally
Standing for extended periods of time
Bending at the waist, kneeling or crouching
Balancing, and dexterity of hands and fingers to operate specialized hand and power tools

HAZARDS:

Power saws and flying debris or nails
Working around sawdust and fumes
Working on ladders or scaffolding