



TITLE	CLASSIFICATION	SALARY GRADE
CARPENTER	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2012/ 2013 Classification Review		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, perform journey-level work in the design, construction, repair and maintenance of structures and related physical facilities in keeping with District-wide sustainability initiatives; serve as lead worker to other classified staff in the area; and perform related work as required.

**SCOPE:**

The Carpenter is responsible for the full range of rough and finished skilled carpentry work, including cabinetry. Incumbents work from blueprints, specifications, drawings and instructions to design, build, remodel, retrofit, maintain and repair various types of facilities and structures; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspect related work by contractors; estimate cost, time and materials for carpentry projects; participate in the maintenance and operation of the carpentry shop.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below. The following duties are listed both as trade specific and shared responsibilities.*

1. Designs, constructs, remodels, retrofits and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick.
2. Designs, constructs, retrofits, and repairs cabinets, tables, shelves, benches, partitions, flooring, door and window frames, and other types of furniture. May install and repair modular furniture.
3. Secures furniture for earthquake preparedness.
4. Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
5. Monitors work done by outside contractors for adherence to state and federal Code Requirements and reports back to supervisor.
6. Installs, repairs and maintains building roofs.
7. Assists in the writing of specifications for repairs and new construction.

**Shared Responsibilities:**

1. Maintains appropriate service and repair records.
2. Researches, purchases and inventories equipment parts, chemicals and supplies.
3. Responds to routine and emergency calls for repairs and service.
4. May train and direct the work of other classified staff in the area.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Design, build, install, and repair structural woodwork, flooring, ceilings and cabinetry; operate, maintain, and calibrate hand and power carpentry tools; read and comprehend plans and blueprints; recognize and select appropriate lumber types and grades; make rough sketches; estimate cost, time and materials of carpentry projects; perform heavy physical labor, train and direct the work of other classified staff in the area; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Thorough knowledge of methods, materials, tools, and equipment used in both rough and finished carpentry in both residential and commercial/industrial settings; spray-booth techniques and finish differences (paint, lacquer, etc.); applicable building and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; computer software programs including e-mail and service request systems.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

#### *Experience:*

Four years journey-level experience working as a carpenter in a commercial, industrial, or facilities operations setting, including rough and finished carpentry.

#### Preferred:

Experience in metal fabrication (welding).

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards as well as environmental hazards such as molds and various solvents.