

**TITLE: Carpenter**

**CLASSIFICATION: Classified**

**SALARY GRADE: C12**

**SCOPE OF POSITION:**

Under general direction, performs journey level work in the design, construction, installation, repair, and maintenance of District structures and facilities. Performs renovations, retrofits, and repairs on all exterior and interior structures. Serves as lead worker to other classified staff in the area.

**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.*

1. Ensures appropriate applications and materials are used depending on the style and construction of the building to be serviced, such as stucco siding, wood siding, steel framing, wood framing, sheetrock, plaster, brick, and concrete.
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. Cleans, maintains, adjusts, calibrates, and services equipment used in the performance of duties.
4. Monitors work done by outside contractors for adherence to local, state and federal code requirements, and reports violations.
5. Repairs, and maintains building roofs.
6. Assists in the writing of specifications for repairs and new construction.
7. Maintains and creates service documentation.
8. Ensures a secure, safe, and healthy environment for students and staff. Responds to critical needs and emergencies.
9. Assists other employees in Facilities Operations.
10. May supervise and direct the work of student employees.
11. May serve as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

**KNOWLEDGE OF:**

1. Methods, materials, tools, and equipment used in rough and finish carpentry for residential and commercial/industrial settings.
2. Spray-booth techniques and finish differences (paint, lacquer, etc.).
3. Applicable building and safety code requirements.
4. Methods, practices and safety precautions in the maintenance of tools, machinery, and equipment.
5. Relevant local, state, and federal rules and regulations, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

**TITLE: Carpenter**

**ABILITY TO:**

1. Operate and use required tools and equipment skillfully and safely.
2. Read and comprehend plans and blueprints.
3. Recognize and select appropriate lumber types and grades.
4. Estimate cost, time, and materials of carpentry projects.
5. Perform physical labor.
6. Collaborate productively and cooperatively with individuals and groups, both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

High school diploma or GED and completion of an apprenticeship program required.

**EXPERIENCE:**

4+ years of related experience working as a carpenter in a commercial, industrial, or facilities operations setting.

**OTHER REQUIREMENTS:**

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (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.
- 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.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*