



LOMPEC UNIFIED SCHOOL DISTRICT

CARPENTER

JOB SUMMARY:

Under the direction of Director of Maintenance and Operations, provide skilled carpentry and cabinet making services with specific responsibility for identifying repair and replacement needs; install, repair, and build items; assist other skilled trades; ensure that tools and materials are available at job site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform skilled carpentry work in the maintenance, repair, construction, and alteration, forming, framing and finishing of buildings, furniture and facilities; receive and respond to work orders; ensure compliance with building, health and safety codes and standards.
- Construct, install, maintain and repair woodwork including cabinets, bookcases, shelves, doors, window frames and furniture; match materials with color, grain or texture; repair and maintain building and facility roofing as required.
- Build partitions, block walls, counter tops, cabinets, shelving, moldings, office furniture as needed; construct walls using paneling and other decorative materials; install, replace and repair partitions, ceilings and other items; cut, fit, and hang doors; install and repair drywall.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Coordinate with assigned lead and supervisor and other trades to complete projects and work orders efficiently.
- Design and draw plans of construction ideas; estimate labor, materials and equipment needed to complete work projects; maintain vehicle, tools and equipment.
- Inform personnel regarding procedures and status of work orders; provide necessary information for making decisions, taking appropriate action and complying with building and safety regulations.
- Research products and equipment for the purpose of securing the needed materials and/or equipment to complete the project.
- Prepare written materials such as work orders; research products and equipment; purchase equipment and supplies; maintain inventory and ensure availability of items required to complete the necessary installation and repair.
- Transport a variety of tools, equipment and supplies; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

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REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one-year verifiable experience as a journey-level carpenter.

Licenses and other Requirements

- Valid California Class C driver's license.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Methods, procedures, equipment and materials used in skilled carpentry and general maintenance and repair.
- Operation and use of hand and power tools and equipment.
- Building codes related to the carpentry trade.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to the building trades.
- Technical aspects of the carpentry trade.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.

Ability to:

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture and facilities.
- Construct, install, maintain and repair woodwork.
- Operate a variety of tools and equipment used in the skilled carpentry trade effectively and safely.
- Plan and lay out carpentry work.
- Read and work from plans, blueprints, sketches, specifications and diagrams.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and timelines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.
- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil/grease.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform carpentry functions.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

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- Climbing ladders and working from heights.
- Standing for extended periods of time.
- 10% sitting, 45% walking, and 45% standing.

Hazards:

- Climbing ladders and working from heights.
- Standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 46