



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** CARPENTER  
**REPORTS TO:** General Manager of Maintenance **SITE:** District Office - M&O  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 251 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 13, 2014

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#### **JOB SUMMARY:**

Under general supervision by the General Manager of Maintenance, perform journey level rough and finished carpentry work in the repair, construction, and alteration of school buildings; perform skilled glazing work; install and replace glass and screening; and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this class require skills obtained through a formal apprenticeship in the carpentry trade. Employees are expected to carry out work assignments and handle routine problems without supervision. The work requires considerable and strenuous physical exertion such as frequently climbing tall ladders, lifting heavy objects, crouching, crawling, and extending of arms in restricted areas.

#### **ESSENTIAL FUNCTIONS:**

1. Perform general and specialized construction and remodeling of District buildings and structures; repair or replace walls, floors, and roofs; build frames and forms; install foundations, ramps and skirting of portable classrooms and trailers, repair and fabricate furniture shelving (office and classroom).
2. Build/repair cabinets and counters, install windows/related framing; hang doors and jams, counters, partitions, shelving, ballards, sport enclosures and related structures (examples – bullpens, dug outs, goal posts, bleachers), scaffolds.
3. Make and erect forms, pour concrete; sand, patch and plaster surfaces and prepare surfaces for painting. Repair streets and walkways with asphalt or other required materials.
4. Repair or construct articles (including partitions, counters, doors, window frames; scaffolds, shelving, and fences, and etc.) and structures.
5. Prepare lumber stock according to design specifications and match material for color, grain and texture, and proper use for job requirement.
6. Operate and care of various power tools (examples - saws, wood lathes, planers, shapers, drills, and other woodworking equipment, operate electric welding equipment.
7. Prepare, track, and complete work orders within the estimated timeframe and materials costs; make sketches of proposed jobs, and provide scope of work or project time lines.
8. Work with minimal supervision or in a team environment depending on the scope of the project.
9. Proper use of Personal Protective Equipment (PPE) pertinent to the job.

#### **EMPLOYMENT STANDARDS:**

- Candidates must be able to perform essential duties 1-9 with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

#### **QUALIFICATIONS:**

##### **EDUCATION/TRAINING EXPERIENCE:**

- High School Diploma or equivalent.
- Four (4) years of experience performing journey level carpentry, plus completion of an accredited apprenticeship carpenter program.

**KNOWLEDGE OF:**

- Qualities of various woods and materials and their adaptability and use in specific building situation.
- City, county and state building codes pertinent to general construction and school buildings in compliance to UBC – Uniform Building Code, UFC, NFPA, and CAL/OSHA.
- Work hazards and safety practices associated with the building and safety trades.

**ABILITY TO:**

- Apply methods, and use materials and equipment needed in carpentry, painting, and glazing trades.
- Interpret and work from sketches, drawings, and blueprints.
- Make arithmetic computations to measure and estimate materials requirements.
- Prepare rough sketches and cost estimates of needed work.
- Work safely on ladders, scaffolds, railings and roofs of varying heights.
- Set work priorities and work independently.
- Speak, read and write in English.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Understand and carry out oral and written instructions.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests provided by the trainer to ensure knowledge retention.

**WORKING CONDITIONS:**

**ENVIRONMENT/HAZARDS:**

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to dust and odors.
- Working at various heights.
- The District provides OSHA regulated safety training as needed.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- Ability to tolerate moderate to high noise level that is customary in carpentry work.
- Ability to read blueprints, tape measures, and other printed material.
- Ability to hear conversation and to hear sounds from machines and equipment.
- Physical stamina sufficient to reach, bend, stoop, extend, climb ladders, and crawl in small places.
- Strength sufficient to lift and carry objects and equipment weighing up to 50 lbs., and move up to 200 lbs. using a dolly or hand truck.
- Ability to work in a fast paced environment
- Ability to multitask in a busy environment

**LICENSES AND CERTIFICATES/OTHER REQUIREMENTS:**

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Obtain and hold any valid credentials or licenses that are required to perform carpentry on a school site or in the state of California.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.