



MAINTENANCE CARPENTER

Revision Date: 1-11-89

BRIEF DESCRIPTION OF POSITION:

Under the direction of Maintenance and Operations Supervisor, performs skilled carpentry work in the alteration, repair, and construction of structures, facilities and equipment for the district; performs rough and finished carpentry and mill, and cabinet work.

STATEMENT OF TYPICAL DUTIES:

- a. Performs skilled carpentry work in the alteration, repair and construction of structures, facilities and equipment; performs rough and finished carpentry.
- b. Performs rough carpentry for new and repair work; repairs damage to walls, floors, roofs and other damaged structures.
- c. Replaces broken windows; installs glass and windows, interior and exterior walls or other surfaces.
- d. Hangs and repairs doors; installs doorknobs; adjusts or replaces door closure, door stops and other door hardware.
- e. Builds partitions; constructs walls using paneling and other decorative materials; replaces and repairs partitions, ceilings, tiles and other items.
- f. Performs mill and cabinet work. Such as constructing and installing cabinets, shelves, and blackboards.
- g. Works from plans, drawings and sketches; estimates project costs and orders supplies and materials needed.
- h. Constructs and repairs furniture, equipment, signs and wooden fixtures; builds and repairs closets, cases, shelving, desks, tables and lockers.
- i. Operates a variety of equipment and machines including saws, planers, drills, routers, jointers, sanders, hand saws and other woodworking machinery; maintains tools and equipment in clean and proper working condition.
- j. Maintains routine records related to carpentry assignments, projects, and work completed.
- k. Provides assistance to other maintenance trades projects as assigned or as necessary.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Materials, equipment, tools, shop math and procedures used in the carpentry trade.
- Basic qualities and uses of various woods and other construction materials.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety practices and procedures.
- Technical aspects of field of specialty.
- Applicable building code requirements.

Ability to:

- Perform skilled carpentry work in the alteration, repair and construction of structures, facilities and equipment.
- Plan and lay out carpentry work, including estimating labor and material costs.
- Operate a variety of carpentry equipment, machines and tools in a safe and efficient manner.
- Maintain tools and equipment in clean and proper working order.
- Work from blueprints, rough drawings and sketches.

Maintenance Carpenter Cont.

KNOWLEDGE AND ABILITIES CONT:

- Maintain routine records.
- Make basic arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Lift objects weighing up to 75 pounds.
- Perform heavy manual labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years journey-level experience in the carpentry trade.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSE AND OTHER REQUIREMENTS:

A valid California driver's license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting, climbing, carrying, pushing, pulling, climbing, working around sawdust and adverse weather conditions.