

**MAINTENANCE CARPENTER/HARDWARE TECHNICIAN****DEFINITION**

Under general supervision of the Director of Maintenance to provide an optimum environment for teaching and learning through the performance of skilled carpentry in the repair, alteration, construction, and maintenance of buildings, equipment and building hardware, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

An incumbent of this one-position class is responsible and accountable for journeyman level carpentry and cabinet making work in the maintenance and repair of buildings and structures, and in fabricating, modifying, installing equipment and appurtenances. This position installs, maintains, and repairs all types of building hardware. Although most of the work is in the carpentry trade, miscellaneous maintenance duties may be assigned as required. May supervise helpers. Incumbents may be required to perform standby alert during off duty hours.

**ESSENTIAL FUNCTIONS**

Responsible for carrying out preventive maintenance programs.

Performs alterations, repairs, and construction of articles and structures of wood, fiberboard and related materials.

Installs, adjusts, and modifies building hardware.

Lays formica tops.

Operates lathes, planers, shapers, joiners, sanding machines, power saws, and other woodworking machinery.

Assists in the preparation of plans, drawings, specifications and in estimating costs.

**QUALIFICATIONS****Knowledge of:**

Modern methods, techniques, materials used in cabinet making and carpentry trades; qualities of various woods and materials and their adaptability and uses in specific situations; building and safety code requirements; mechanical drawing and blueprint reading; tools, equipment and materials; repairs, installation, and maintenance of building hardware equipment.

**Ability to:**

Plan and lay out carpentry and building hardware work; use the tools and machines of the trade; read and understand plans and specifications; maintain cooperative relationships with those contacted in the course of work; rig and work from ladders and scaffolding; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation.

**Experience:**

Three years experience in the carpentry trade.

**Education:**

Equivalent to completion of the twelfth grade.

**License:**

Possession of a valid California driver's license.