

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: MAINTENANCE & OPERATIONS SPECIALIST –
 CARPENTRY SHOP
 (Range 31)**

BASIC FUNCTION:

Under direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the Carpentry trade; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate labor and material cost(s); schedule and assign work to assigned crews.

REPRESENTATIVE DUTIES:

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel and Contractors in the assigned trade duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

Train and provide work direction to assigned staff; receive work orders and assign work to crewmembers as appropriate. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates. *E*

Develop or assist in the development of work schedules; assign tasks to workers. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned facilities and progress on departmental work orders. *E*

Participate in the work of the Carpentry trade as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District facilities.

ABILITY TO:

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Train and provide work direction to others.

Perform skilled Carpentry work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer and job-related software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years' experience in the skilled Carpentry trade, including at least two years at a journeyman-level.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid and appropriate California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

Exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Seeing to diagnose problems

Dexterity of hands, wrists and fingers to operate specialized tools and equipment.

Hearing and speaking to exchange information and interact with contractors and site personnel.

Heavy physical labor.

Pulling, pushing, carrying and lifting heavy objects.

Climbing ladders.

Standing for extended periods of time.

Bending at the waist.

Crawling and kneeling to conduct work.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Working on ladders or scaffolding at heights.

Working in cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Exposure to flying debris or nails.