# NATOMAS UNIFIED SCHOOL DISTRICT
# JOB DESCRIPTION

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| **POSITION:** | Maintenance Specialist III - Carpenter | **FLSA:** | Non-exempt |
| **DEPARTMENT/SITE:** | Maintenance & Operations | **SALARY GRADE:** | 13 |
| **REPORTS TO:** | Director of Maintenance & Operations | | |

## OVERALL OBJECTIVE AND SUMMARY

Provides highly skilled carpentry work in the maintenance, alteration and repair of facilities. Works primarily in this single area, yet is fully qualified and capable of performing all duties of a Maintenance Specialist II.

## DISTINGUISHING CHARACTERISTICS

This is the senior level multiskilled Maintenance Specialist III - Carpenter, requiring advanced experience in carpentry with journey level skills in additional related areas.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, repairs, fabricates, installs, services, and maintains facilities and buildings of the District. Prepares rough sketches of work and estimates of materials and labor.
- Performs a variety of skilled carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, door and cabinet hardware, locksets, handles, walls, signs, desks, counters, shelves, shelf units, chairs, benches, tables, buildings, scaffolds, forms, frames, window frames, fences and stairways. Constructs temporary and permanent fixtures. Leads and provides training for a small crew on specific assignments.
- Determines priorities for requisitioning materials and supplies. Keeps tools and equipment in good condition.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of District roofs. Inspects repairs and reroofing performed by outside contractors. Makes and keeps repair records and photo files on all major repairs and reroofing.
- Performs construction and repair of masonry walls, screens, retaining walls, benches, edgings, and facings.
- Performs rough and finish carpentry required for construction of rooms, cabinets, work stations, tables, desks, and display shelves.
- Reads and interprets blueprints, maps, schematic wiring diagrams and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May lead and instruct a small team of lower level maintenance specialists or helpers.
- Provides support to Plumbing, Automotive, Electrical, Painting, and HVAC areas in alignment with job duties. May perform the duties of Maintenance Specialist II on an intermittent basis depending on need.
- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

**Knowledge and Skills:**

- Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and setups used in the incumbent's area of specialization.
- Requires a thorough knowledge of the uses and purposes of general maintenance, hand and power tools, and equipment.
- Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty.
- Must have leadership skills sufficient to guide a small crew of maintenance staff.

**Ability to:**

- Requires the ability to perform the essential duties in the area of specialization at the advanced level.
- Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to plan for materials and labor, schedule projects, and guide the activities of others to attain high quality and efficiency in work.
- Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Must be able to understand and follow oral and written instructions, maintain routine records, and interpret plans and specifications found in area of specialization.
- Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- May require the ability to work variable schedules and travel to various sites to complete projects and support special events.

## PHYSICAL ABILITIES

**This position requires:**

- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds on a regular basis.
- Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis.
- Requires sufficient hand eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

## EDUCATION AND EXPERIENCE

The position requires a High School diploma or equivalent, plus specialized training in carpentry through a formal apprenticeship or vocational college. Four years of experience at the journey level performing structural and finish carpentry and cabinetry is preferred.

## LICENSES AND CERTIFICATES

- Requires a valid driver's license.