MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Carpenter

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 533

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of skilled carpentry work in the repair, alteration, construction, and maintenance of buildings and equipment, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs skilled carpentry work in the maintenance, repair, construction and alteration of District buildings, facilities and equipment for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition in compliance with building, health and safety standards. **E**
- Maintain and repair woodwork in District school facilities; match materials for color, grain or texture; cut, fit, and hang doors, windows, sashes, and screens; repair floorings. **E**
- Construct, alter, repair and inspect structures including cabinets, shelves, partitions, counters, doors, window frames, scaffolds, shelving, stairways, forms and fences, bookcases, school and office furniture, wood bleachers/benches and a variety of special fixtures. **E**
- Operate a variety of specialized equipment including but not limited to saws, drills, jointers, sanding machines presses, grinders, oscillating tools and other job related machinery. **E**
- Maintains and services carpentry tools and equipment. **E**
- Repair and replace drywall, baseboards, and molding. **E**
- Completes inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Carpentry systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.

- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purposed of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedures.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other related job duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities
Proficiency in using hand tools, power tools, and woodworking machinery.
Knowledge of carpentry techniques, materials, and construction methods.
Ability to read and interpret blueprints and technical drawings.
Strong problem-solving skills and attention to detail.

WORK ENVIRONMENT & PHYSICAL DEMANDS:
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized Carpentry apprenticeship program or five years of experience in commercial Carpentry construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:
Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.