

**CLASS SPECIFICATION**  
**Carpenter**  
**Range 46**

**GENERAL PURPOSE**

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, performs a variety of journey-level carpentry duties in the construction, repair and alteration of District buildings, structures and facilities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a full journey-level class responsible for performing a wide variety of skilled construction and finish carpentry duties in the alteration, modification, construction and repair of District buildings, structures and facilities. Incumbents perform their duties independently, working from general instructions, work orders and drawings or specifications. Assignments vary, encompass a variety of tasks, and require sound judgment and initiative.

Carpenter is distinguished from a Lead Carpenter in that the Lead Carpenter is an advanced journey-level, working lead class, providing technical assistance, training, and lead worker duties for a staff of journey-level carpenters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Repairs, finishes, constructs and alters various wooden articles and structures such as counters, doors, window frames, fences, bookcases, tables, chairs, boxes, coat racks, bulletin boards, signs, stairs, baseboards, door jambs, thresholds, cabinets, shelving and bathroom fixtures and partitions; removes and replaces old flooring; replaces window glass; installs drywall, plaster and siding.
2. Performs rough carpentry for new and repair work; checks for and repairs damage to walls, floors, roofs, drywall and other structures; cuts, sizes and glues Formica in place; replaces fascias, sidings and ramp decking; color-coding materials.
3. Performs mill and cabinet work, such as constructing and installing cabinets, bookshelves, bulletin boards and boxes; performs earthquake anchoring on cabinets, shelves and other furniture.
4. Repairs ceiling damage; installs suspended ceilings.
5. Operates saws, lathes, planers, shapers, jointers, sanders, hand saws and other tools and equipment; maintains and services tools and equipment; operates a sandblaster as required.
6. Works from sketches, plans, diagrams, drawings, photographs, blueprints and specifications.
7. Prepares cost estimates and orders materials as needed for completion of jobs.

## **OTHER DUTIES**

1. Assists other skilled and semi-skilled trades personnel as assigned.
2. Schedules and coordinates activities with other personnel and school site administrators.
3. Builds or erects, moves and works on scaffolding and ladders as necessary.
4. Requisitions necessary tools, equipment and supplies.
5. Ensures the timely and accurate completion of preventive maintenance activities.
6. Maintains records related to work performed.
7. Operates light- and medium-duty equipment.
8. Makes oral and written reports on work performed.
9. Operates vehicles to travel to various District sites.
10. Operates a personal computer and other office equipment.
11. Complete work orders using the current implemented work order system

## **QUALIFICATIONS**

### **Knowledge of:**

1. Journey-level knowledge of the practices, methods, techniques, tools and material used in the carpentry trade.
2. Working knowledge of the practices, methods, techniques, tools and material used in the construction, alteration, maintenance and repair of buildings, structures and related facilities, including carpentry, plastering, masonry and painting.
3. Shop practices and safety precautions.
4. Applicable building codes and regulations.
5. Appropriate safety practices and procedures.

### **Ability to:**

1. Perform skilled carpentry work in the alteration, repair, and construction of wooden articles and structures.
2. Utilize carpentry tools and machines.
3. Provide work direction to others as assigned.
4. Work from blueprints, rough drawings and sketches.
5. Work independently with little direction.
6. Maintain routine records.

7. Read and write English at a level required for successful job performance.
8. Make arithmetic calculations quickly and accurately.
9. Understand and follow oral and written directions.
10. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent; and two years of journey-level experience in the carpentry trade.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Board Approval: February 5, 2026