

## CARPENTER

### DEFINITION

Under direction, perform skilled carpentry work in the alteration, repair, and construction of equipment and structures; perform locksmithing tasks as needed; semiskilled and skilled tasks in other maintenance trade areas; and do other related work as required.

### ESSENTIAL FUNCTIONS

Alter, repair, inspect, and construct articles and structures of wood, including partitions, counters, doors, window frames, scaffolds, forms, and fences; construct and repair furniture, equipment, and wooden fixtures; perform mill and finish cabinet work, maintain and repair the woodwork of school facilities and buildings; lay and repair floors; build closets, stairways, cases, and shelving; fit doors, windows, sashes and screens; may perform locksmithing work (mechanical and electronic); repair and replace panic hardware, tumblers, cylinders, locksets, door closures, cabinet and file locks, door stops, kick panels and hinges and other related hardware as directed; install stainless steel cabinets; operate saws, lathes, planers, shapers, joiners, sanders, band saws, and other woodworking equipment; perform safety inspections on similar equipment used in student lab settings; sharpen, maintain, and service hand and machine tools and various woodworking equipment; perform glazing and roof repair functions; conduct earthquake safety inspections of interior spaces; plan, organize, and lay out assigned tasks; estimate labor and material costs; requisition and maintain an adequate inventory of supplies and materials; drive a service vehicle to and from work sites.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Materials, tools, and procedures used in performing a variety of woodworking, glazing, and roof repair tasks;

Basic qualities and uses of woods and other related construction materials;

Building code requirements and the requirements of the State pertaining to school facility construction, maintenance, and repair;

Safe working methods and procedures.

##### Ability to:

Skillfully use and maintain tools and equipment in performing rough and finish carpentry, glazing, roof repair, and locksmithing;

Use and maintain computer inventory and electronic key database systems;

Operate various types of lift equipment;

Determine the existence of asbestos;

Plan, organize, and lay out carpentry tasks;

Install, replace, repair door closures, bulletin and chalk boards and suspended ceilings;

Accurately estimate labor and material costs;

Work from blueprints, shop drawings, and sketches;

Maintain simple records and prepare complete and concise reports;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

### EDUCATION AND EXPERIENCE

#### Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in woodworking, carpentry, locksmithing, and other related trade areas.

#### Experience:

One year of experience as a journeyman level carpenter. Locksmith experience desired.

### REQUIRED LICENSES AND/CERTIFICATES

Possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability with the District's insurance carrier.

### PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

#### Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate tools and equipment used in the carpentry trade; ability to stretch, climb, grasp, and reach.

#### Working Conditions:

Ability to work with a variety of power tools safely.

Pre-placement Physical: Class II