



PERSONNEL COMMISSION

Class Code: 0114
Salary Range: 31 (C2)

CARPENTER

JOB SUMMARY

Under general supervision, to perform journey-level rough and finish carpentry in the construction, installation, alteration and repair of District facilities; to perform a variety of related installation, alteration and repair work at District facilities and on District structures; to fabricate, assemble and repair school and office furniture and cabinets in the carpenter shop; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Install, alter and repair cabinets, counter tops, doors, window sashes and partitions; layout and install metal studs for walls and partitions; install and tape drywall; replace and repair wooden porches, school and office furniture, handrails, ramps and bungalow sidings and other structures. **E**
- Install and alter wood, metal fire clad, sliding and garage doors; modify doors and systems for compliance with Americans for Disabilities Act. **E**
- Install, alter and repair floors, and floor covering, such as hardwood, gymnasium, parquet, tile and linoleum. **E**
- Install, alter and repair various types of roofs and related overhead structures to include felt, asphalt shingle and clay tile; apply weatherproof sealing to roofs and skylights and access hatches. **E**
- Layout, measure, cut and install insulation, including fiberglass for facilities. **E**
- Place forms for concrete walks, slabs and ramps; screed, tamp and finish concrete with hand and power equipment; drill, cut, and saw concrete for removal; layout and build concrete block walls and foundations, porches and planters. **E**
- Transport and assemble scaffolding to allow work on structures above ground level. **E**
- Install, modify and repair suspended ceiling grids and tile; repair acoustical ceiling and wall products. **E**
- Layout, install and repair playground equipment including concrete and asphalt foundations. **E**
- Build, alter and repair wood and masonry fences, game court enclosures, sign posts goalposts and flagpoles. **E**
- Operate power tools such as lathes, planers, shapers, joiners, sanders, band saws and other woodworking equipment. **E**
- Operate heavy equipment such as a backhoe, front end loader, tractor, trencher, dump truck, roller, trucks with liftbeds, and boom truck. **E**

- Maintain equipment, tools and work in a safe, clean and orderly condition. *E*
- Estimate time and materials for jobs to be performed; may order and pick up supplies and materials from vendors as needed. *E*
- Keep work and material records. *E*

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Carpenter does all types of journey-level carpentry work. The work may include construction and setting forms for concrete, and building and alteration of wooden and wood-substitute structures and articles. Work assignments are in the form of written and verbal orders or plans and detailed drawings. While supervisors inspect the work of a Carpenter for completeness and workmanship, an incumbent is expected to complete the assignment without detailed craft instruction. A Carpenter may give work direction to and lead other employees working on a project.

EMPLOYMENT STANDARDS

Knowledge of:

Hand and power tools and equipment used in carpentry.
Quality and adaptability of lumber and woods.
Building supplies and materials.
Building and fire codes applicable to school facilities.
Mathematics applicable to the carpentry trade.
Standard and metric measuring systems.
Estimating time and materials to complete an assignment.
Safety practices and procedures including Occupational Health and Safety regulations.
Record keeping techniques.

Ability to:

Perform journey-level carpentry to construct, alter or repair District facilities.
Prepare sketches and designs of proposed work assignments.
Understand and work from blueprints.
Operate hand and power tools used in carpentry work.
Operate heavy equipment.
Estimate time, materials, supplies and equipment for a project.
Keep records of labor and materials.
Direct the work of subordinates assigned to a project.
Follow oral and written instructions.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school supplemented by completion of a recognized carpenter apprentice training program of four years duration.

Experience:

Four years of experience in carpentry installation, alteration and repair work, three at the journey level.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required. Some employees in this class may be required to take training in order to obtain at District expense a valid class B driver's license after appointment.

Under federal law those employees required to possess a class B drivers license shall be subject to alcohol and controlled substance testing.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site.

PHYSICAL DEMANDS

Considerable physical effort; climbing and descending scaffolding and ladders; operating heavy equipment such as trenchers; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; working at heights from a crane lift; dexterity of fingers and hands to operate specialized equipment; working around machinery having moving parts; hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/21/1996

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