



**Classification Title: Carpenter**

<b>Department:</b>	Building Services	<b>EEO6 Code:</b>	6
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	28
<b>Supervision Received From:</b>	An Assigned Supervisor in Building Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	11/2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Performs a variety of skilled rough and finished carpentry and general construction work supporting the maintenance, repair, construction and remodeling of District buildings.

**DISTINGUISHING CHARACTERISTICS.**

Carpenter is a journey-level to advanced journey-level trade classification responsible for a wide range of skilled carpentry for buildings and facilities throughout the District. Incumbents work from blueprints, specifications and illustrations to design/build/repair structures. Assignments encompass a variety of tasks, seldom require detailed instructions and require sound judgment and initiative.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Designs, constructs, remodels, retrofits and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick.
2. Designs, constructs, retrofits and repairs cabinets, tables, bookcases, shelves, benches, partitions, flooring, door and window frames, and other types of furniture/facilities; may install and repair modular furniture.
3. Performs rough framing duties; cuts, trims, hangs and finishes doors, sliding doors, enclosures and overhangs; constructs cement forms; finishes and repairs interior furnishings.
4. Performs masonry and concrete work, including construction of ramps, walkways and slabs; mixes, pours and finishes concrete.
5. Performs a variety of preventive maintenance functions; inspects and repairs rotted and decayed floorboards, doors, deck planks and floors.
6. Installs and replaces window frames and broken windows; repairs, replaces or constructs complete window frames.
7. Reads and follows blueprints, shop drawings and sketches.
8. Operates a variety of carpentry equipment and tools including saws, routers, drills, sanders, grinders, planers, drill presses, nail guns and various hand tools.
9. Estimates and purchases needed materials in compliance with District purchasing procedures.

10. Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
11. Monitors work performed by outside contractors for adherence to District, state and federal requirements.
12. Maintains appropriate service and repair records.
13. Responds to routine and emergency calls for repairs and service.

**Marginal Functions:**

1. May install various types of locking mechanisms.
2. Replaces fire extinguishers throughout campus based on established schedule.
3. Participates in mold abatement program including treatment and removal.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of journey-level finished carpentry experience.

**Education/Training:** Equivalent to completion of the twelfth grade, supplemented by specialized training or apprenticeship in finished carpentry or cabinet making.

**Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**Knowledge of:**

1. Methods, terminology, procedures, techniques, building materials, products, tools and equipment used in both rough and finished carpentry, and concrete work in a facilities maintenance setting.
2. Applicable building and safety codes, Division of the State Architect standards and Americans with Disabilities Act compliance requirements.
3. Construction project planning and scheduling.
4. Methods and practices followed in the maintenance of tools, machinery and equipment.
5. Surveying techniques.
6. Characteristics of various types of wood.

**Skill in:**

1. Reading and interpreting blueprints, drafting plans and specifications.
2. Designing, building, installing and repairing structural woodwork, flooring, ceilings and cabinetry.
3. Operating, maintaining and calibrating hand and power carpentry and masonry tools.
4. Recognizing and selecting appropriate lumber types and grades.
5. Making rough sketches and drafting layouts.
6. Mathematics as it applies to assigned work.

7. Estimating costs, time and materials of carpentry projects.
8. Maintaining physical condition necessary to perform assigned duties.
9. Training and directing the work of other staff.
10. Following and giving oral and written instructions.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
12. Establishing and maintaining effective working relationships with all those encountered in the course of work.

#### **WORKING CONDITIONS.**

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

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls; to reach with hands and arms; to regularly lift and/or move up to 50 pounds; and to work on scaffolding or ladders. Requires operation of District vehicles.

#### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.