

SKILLED MAINTENANCE – CARPENTERJob Summary

Under general supervision of the Supervisor of Maintenance, Operations, Transportation, to perform skilled work in the areas of carpentry, painting, and general maintenance; to perform routine maintenance work connected with the alteration, repair, redecorating, maintenance, painting and occasional new construction; to perform supervisory duties over substitute employees; and performs other related duties as assigned.

Qualifications:Required:

- High School diploma or equivalent
- Three years experience as a carpenter in the construction trade or related field
- Valid California Driver License (incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire.)

Desired:

- Knowledge standard practices, methods, materials and equipment used in the building trade

Knowledge and Ability:

1. Ability to use all hand and power woodworking tools skillfully and safely
2. Excellent organizational working skills
3. Ability to use tools of the building trade skillfully and safely
4. Knowledge of using and purposes of general maintenance tools and equipment
5. Ability to work from sketches and blueprints
6. Knowledge of applicable codes, rules and regulations pertaining to trade areas
7. Knowledge of basic first aid
8. Knowledge of equipment and supplies used in a large school system
9. Ability to follow oral and written instructions
10. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
11. Ability to communicate effectively, both in writing and orally
12. Ability to perform all tasks in a safe manner including adherence to District’s Hazardous Substance Program.

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Construct, maintain, and repair under-pinion, floors, partitions, porches, roofs, stairways, and similar work of wood construction.
2. Construct, maintain, and repair wood shelving, closets, cabinets, cases, trimming, stairways, and similar finish hardware.
3. Install, maintain, and repair venetian blinds, bulletin boards, lockers, and playground equipment.
4. Lay, maintain, and repair cement, linoleum, ceramic and asphalt tile, plastic, wood, and asphalt floors and paving.
5. Fit doors, windows, sashes and screens.
6. Operate lathes, planes, joiners, band saws and other wood working machinery.
7. Sharpen hand tools and assure that tools and equipment are properly cared for.
8. Install equipment
9. Order materials, supplies and equipment needed for jobs.
10. Maintain required records and prepare reports.
11. Assist in training and supervision of student workers and substitute maintenance workers.
12. Construct, maintain, and repair school furniture and cabinetry.
13. Complete termite and dry rot inspection and eradication work.
14. Alter re-locatable buildings
15. Use brush or spray gun in applying all types of paint products or other protective or decorative finishes to all types of surfaces, including buildings and furniture

SKILLED MAINTENANCE – CARPENTER

16. Scrape, sand, fill, plaster, or in some manner prepare surfaces for painting and repainting
17. Refinish furniture and other equipment
18. Stain, paint, lacquer and varnish cabinets, desks and other furniture
19. Erect, rig or move scaffolding and platforms
20. Paint signs
21. Mill and install molding and other wood articles
22. Install hardware on cabinets, including handles, hinges, locks, catches and stops
23. Install cabinet tops such as formica and linoleum
24. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Ability to stand for extended periods of time
3. Ability to see and read, with or without vision aids, work orders, diagrams, labels and other printed matter and for safe operation of equipment
4. Ability to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone, and on two-way radio
5. Manual dexterity to operate a telephone; enter data into a computer; research data on computer
6. Ability to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Ability to routinely lift/carry equipment and supplies weighing up to twenty-five pounds and to occasionally lift/carry equipment and supplies weighing up to seventy-five pounds
8. Ability to wear appropriate safety equipment, including mask, respirator, safety glasses and/or goggles, ear protectors, protective hat, gloves, coveralls, etc., as required
9. Physical ability to lift, bend, stoop, and to reach overhead
10. Facility to drive a car
11. Ability to constantly (6-8+ hours) walk, stand, bend neck, bend waist and squat; twist neck; twist waist
12. Ability to constantly (6-8+ hours) grasp with both right and left hand; pushing and pulling with both right and left hand
13. Ability to constantly (6-8+ hours) reach above shoulder level and to reach below shoulder level
14. Ability to frequently (3-6+ hours) crawl
15. Ability to occasionally (up to 3 hours) sit; kneel

Working Conditions of this position, are, but not limited, to the following:

1. Outdoor and indoor working environments subject to bending, crouching and kneeling in sometimes dark/dusty confined spaces such as attics, crawl spaces and sub-floor areas, pushing/pulling equipment and tools, reaching in all directions; long period of standing/walking with appropriate safety equipment, working with asbestos-containing materials/equipment, solvents, paints, grease and oil, and other chemicals; working in noisy areas; using ladders, scaffolding and lifts to work at elevations of up to forty (40) feet
2. Position requires the following:
 - Driving cars, trucks
 - Work around equipment and machinery
 - Walk on uneven ground
 - Exposure to excessive noise
 - Exposure to extremes in temperature, humidity or wetness
 - Exposure to dust, gas, fumes, or chemicals
 - Operation of foot controls or repetitive foot movement

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job