

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: CARPENTER

BASIC FUNCTION:

Under the direction of the Director-Facilities, Maintenance and Operations, perform journey-level carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture and facilities and remodeling of District buildings and facilities; construct, install, maintain and repair woodwork; assist other maintenance personnel in the performance of a variety of duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform journey-level carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of District buildings, furniture and facilities; receive and respond to work orders; assure compliance with building, health and safety codes and standards.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; make rough sketches and work from sketches, drawings, and blueprints; estimate carpentry time and materials for projects; work from verbal and written instructions and work orders.

Construct, install, maintain and repair woodwork including cabinets, bookcases, shelves, doors, window frames and furniture; repair water damage to buildings; match materials with color, grain or texture; repair and maintain building and facility roofing as required.

Build, alter, construct, repair, and/or install furniture, work stations, counters, cabinets, benches, partitions, doors, windows, building framework and trim.

Build partitions; construct walls using paneling and other decorative materials; install, replace and repair partitions, ceilings and other items; cut, fit, and hang doors; install and repair drywall.

Replace related door and building hardware; install prefabricated metal sheds or build new wooden sheds; form, place, and finish concrete.

Construct and install whiteboards and bulletin boards; remove old walls; doors, and windows; perform necessary mill and cabinet work, including cutting, installing, and trimming formica.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; calculate, plan and layout work on assigned work orders; order, receive and maintain inventory of materials and equipment as needed; maintain accurate records and prepare and submit reports as required.

Operate a variety of specialized equipment including saws, drills, presses and various hand and power tools; drive a vehicle to conduct work; maintain shop and work areas in a safe, clean and orderly condition.

Assist other maintenance personnel in the performance of a variety of duties related to the building trades as assigned; communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment and materials used in skilled carpentry and general maintenance and repair.

Operation and use of hand and power tools and equipment.

Building codes related to the carpentry trade.

Proper methods of storing equipment, materials and supplies.

Shop math applicable to the building trades.

Technical aspects of the carpentry trade.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform journey-level carpentry work in the maintenance, repair, construction, alteration, forming, framing, and finishing of district buildings and facilities.

Construct, install, maintain and repair woodwork.

Operate a variety of tools and equipment used in the skilled carpentry trade effectively and safely.

Plan and lay out carpentry work.

Calculate, plan, and estimate carpentry time and materials for projects.

Add, subtract, multiply, and divide quickly and accurately.

Interpret and work from plans, blue prints, sketches, specifications and diagrams.

Maintain various records related to work performed.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

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