



Sequoia Union High School District

Job Description

JOB TITLE:	Maintenance Carpenter
REPORTS TO:	Director Maintenance and Operations
CLASSIFICATION:	Classified / M&O
SALARY SCHEDULE:	17.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Site District
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to perform carpentry, interior remodeling, cabinetry, and a variety of other skilled work in the maintenance and repair of District buildings, facilities and furniture; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This classification, although focusing on carpentry, performs a variety of other related skilled repair in the maintenance and repair of District buildings and facilities, including locksmithing. It is distinguished from other District journey level maintenance classes in that it does not perform plumbing, painting or electrical work.

EXAMPLES OF DUTIES

- Performs framing, rough, and finish carpentry to partition interior spaces, remodel classrooms, add on to modular buildings, frame and trim doors and windows, erect small structures, build fences, build roofs, and related items;
- Builds interior cabinetry such as counters, cupboards, and shelves; repairs cabinets and furniture; applies and trims laminate;
- Operates power saws, planers, drills, joiners, and related hand and power carpentry tools to make and install work; mills custom moldings;
- Adjusts and performs operator maintenance of tools and equipment;
- Hangs drywall, repairs tile, and installs or repairs carpet, linoleum, ceiling tiles, and other interior surfaces;
- Repairs and maintains metal chairs, athletic, recreational and other equipment; fabricates grates, security screens, frames and racks using welding equipment;
- Prepares forms, sets rebar, pours and finishes concrete to repair or construct ramps, sidewalks, pads, flooring and related purposes;
- Patches and repairs roof leaks, reroofs smaller structures;
- Performs locksmithing duties, including: installs, maintains, adjusts and repairs locks, knobs, deadbolts, and latches on doors, windows, and equipment panels and cabinets; installs, maintains and repairs panic hardware and door closers; develops keying schemes for master control keys and individual locks; keys and rekeys locks in accordance with master control plans; maintains records and files of keying information and issued keys; reviews key requests, obtains approvals from maintenance manager, and issues keys; responds to requests for assist to open locks which are

- stuck or for which user keys have been lost;
- Removes and replaces window glass;
- Estimates and obtains materials, and lays out work for smaller jobs; discusses larger jobs with supervisor and works according to specs;
- Loads necessary tools and materials and drives District vehicles to job sites;
- Operates back hoes and trenching equipment;
- Completes materials tags on materials ordered and used.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools and equipment used in rough and finish carpentry, and cabinetry.

Methods and materials used in concrete work, forming, and surface patching.

Techniques of oxy-acetylene welding.

Safe working practices, and protective clothing and devices.

Operation of a variety of hand and power tools and equipment, backhoes and trenching equipment, and vehicles

Skill in:

Operating and maintaining specialized tools used in carpentry, concrete, glazing and related work.

Operating and maintaining acetylene welding equipment.

Measuring and calculating angles, lengths, and volumes.

Communicating orally with originators of work requests and other employees.

Maintaining records and logs of work performed.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Working independently.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to attainment of journey level status in carpentry, and one year of journey level experience in carpentry.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Physical strength and stamina to push, pull, lift, twist, and dig; and lift and carry up to 90 pounds (concrete bags).
- Manual dexterity and arm strength to operate hand and power tools.
- Mobility to walk, climb, stoop, bend, and kneel.
- Work in exposure to temperature extremes and inclement weather, and - with safety precautions - liquids and fumes such as laminate glue, roof patch, welding fumes, etc.
- Vision sufficient to operate machinery, equipment, and vehicles; read and interpret drawings and work orders.
- Speech and hearing sufficient to receive information and instructions, and relay information.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.