

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CARPENTER**

#### **BASIC FUNCTION:**

Under the direction of the Maintenance Foreman, perform skilled carpentry work in the maintenance, repair, construction, alteration and finishing of District buildings and facilities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform skilled carpentry work in the maintenance, repair, construction and alteration of District buildings and facilities; assure compliance with building, health and safety codes and standards.

Construct, alter, repair and inspect structures including cabinets, shelves, partitions, counters, doors, paneling, window frames, scaffolds, shelving, stairways, bookcases and a variety of special fixtures.

Maintain and repair woodwork in District school facilities; match materials for color, grain or texture; cut, fit, and hang doors, windows and sashes; repair floorings; install roofing; tape and hang drywall.

Plan and layout assigned work; establish priorities for projects and repairs; research and evaluate products for best sources; purchase selected parts, materials and equipment; assist in labor and material estimations for projects; prepare and maintain work orders, records and reports related to work performed.

Evaluate building and equipment maintenance needs; read and interpret trade manuals, blueprints, specifications, shop drawings, instructions and guides.

Operate a variety of carpentry equipment including table saws, radial arm saws, band saws, routers, sanders, jointers, drills, nail guns, panel saws, drill pressers, and jig saws; maintain tools and equipment in safe working condition; operate a District vehicle to conduct work.

##### **OTHER DUTIES:**

Assist other maintenance personnel by performing semi-skilled and unskilled duties as assigned.

Assist with building cement forms for special projects.

Perform related duties as assigned. Related duties may include deliveries and movement of classroom and office furnishings.

Attend assigned meetings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Trade tools, equipment, materials, methods and techniques used in skilled carpentry and in general maintenance and repair.

Appropriate health and safety precautions and procedures.

Technical aspects of field of specialty.

Proper methods of storing equipment, materials and supplies.

Basic record-keeping techniques.

Federal, State, and local building codes and regulations.

Operation and use of hand and power tools and equipment.

Shop math.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a wide variety of journey-level carpentry work in the maintenance and repair of District buildings and facilities.

Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.

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

Interpret blueprints, shop drawings, sketches and work orders.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Estimate adequate amounts of time, labor and materials needed for project completion.

Add, subtract, multiply and divide quickly and accurately.

Work independently with little direction.

Work cooperatively with others.

Plan, organize and lay out carpentry work.

Observe legal and defensive driving practices.

Operate a District vehicle.

Maintain routine records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years journey-level carpentry experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor shop environment.

Driving from site to site to conduct work.

Subject to noise from equipment operation.

**PHYSICAL DEMANDS:**

Standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching.

Crawling.

Reaching above head, over shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects.

Climbing ladders.

Dexterity of hands and fingers to operate specialized hand and power tools and equipment.

Seeing to perform carpentry work.

Heavy physical labor.

**HAZARDS:**

Working on ladders, scaffolding and rooftops.

Working around and with machinery having moving parts.

Power saws and flying debris or nails.