



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



MAINTENANCE CARPENTER/CABINETMAKER

SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs skilled journey level carpentry work in the alteration, repair and construction of equipment and structures, including finish carpentry and/or repair on cabinets, bookcases, tables and other furniture used in school sites, and other District facilities.

CLASS CHARACTERISTICS:

This classification performs highly advanced carpentry work. Duties are performed at the “expert” level in the area of carpentry. Incumbents independently perform regular carpentry duties of carpenter staff including the more complex maintenance and repair tasks. Provides functional leadership to maintenance helpers, including guidance and instructions, techniques, methods, and procedures for accomplishing assigned tasks and solving problems. Incumbents may be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Alter, repair, construct, assemble wooden articles and structures such as partition walls, counters, doors, door and window frames, bookcases, sound walls, tack boards, dry wall, tables, chairs, drawers, desks and a wide variety of furniture and equipment found in school, office and maintenance/repair facilities; *E*

Note: The majority of repairs, alteration or construction of cabinets and related materials involves laminate surfaces, requiring skills and knowledge of adhesives, alignment and laminate mating techniques.

Perform mill and finish carpentry; operates planers, plate joiners and a wide variety of hand and power tools common to the carpentry trade, caring for and maintaining same to ensure their operational readiness; *E*

Work from oral, written instructions, blueprints, interpret technical data and manuals; *E*

Estimate job requirements to produce accurate material and cutting lists, requisition supplies and materials and maintains inventories; *E*

Direct the work of assigned helpers;

Keep time, material, labor and other records;

Assist other journey-level crafts and trades in a variety of construction, maintenance, mechanical tasks as assigned;

May install locks in doors and glass in cabinets and other wood structures;

May perform heavy manual labor;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction is provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools, equipment utilized in performing journey-level rough and finish carpentry and cabinet making;
- Qualities and uses of wood and other construction materials;
- Uniform Building Code requirements for carpentry work and related codes pertaining to school buildings;
- Appropriate health and safety precautions and procedures;
- Shop mathematics applicable to the carpentry trade;
- Record keeping systems.

Ability to:

- Perform skilled rough, finish carpentry and mill work;
- Use carpentry tools and other equipment safely and efficiently;
- Work from sketches, drawings, specifications and blueprints;
- Interpret and apply codes and regulations related to carpentry and assigned maintenance activities;
- Work independently with little direction;
- Keep accurate records;
- Lead and coordinate the work of assigned helpers;
- Learn to operate a PC (personal computer) and applicable shop specific software;
- Plan, layout work; estimate time, material, labor costs;
- Work in other trades, maintenance or mechanical areas as assigned where journey level skills are generally not required;
- Operate a motor vehicle;

- Maintain and secure tools, equipment and working areas utilized in a clean, orderly working condition;
- Understand and carry out oral and written instructions;
- Lead and coordinate the work of assigned helpers;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of a C- 6 Carpenter State Contractor's license desirable.

Experience:

- Four (4) years of experience performing journey level carpenter work preferably for a school district, government entity, or commercial building.

Or

- Three (3) years of experience performing journey level carpenter work preferably for a school district, government entity, or commercial building and one (1) year of carpenter training from a recognized program.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical

examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last Revised 12/12/02

Revisions effective 8/10/06

Job description Review and Revisions Effective 4/10/14

Journey level as defined by Contractor's State Licensing Board: Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

Most trades require one (1) to five (5) years of apprentice time to fully understand the complexity of the work along with codes, standards, business management, and troubleshooting