



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>CARPENTER</u></b>			
<b>DEPARTMENT/SITE:</b>	Facilities, Maintenance, and Operations	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	30 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director Facilities, Maintenance, and Operations or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

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; install whiteboards, TVs, and siding; assist other maintenance personnel in the performance of a variety of duties as assigned. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

The **Carpenter** is a journey-level tradesperson performing designated carpentry assignments. Incumbents work under general supervision, perform skilled carpentry duties, and receive guidance from the **Lead Carpenter**. The **Lead Carpenter** organizes and schedules carpentry assignments, ensures the timely availability of materials, and provides lead work training and guidance to **Carpenters**. The **Lead Carpenter** is responsible for providing a safe operating environment for all employees.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

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; ensure compliance with building, health, and safety codes and standards.

Plan, organize, and lay out assigned tasks; interpret plans, diagrams, blueprints, 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; research, order, receive, and maintain inventory of materials and equipment as needed.

Confer with school administrators and supervisor regarding needs.

Operate a variety of specialized equipment including saws, drills, presses, and various hand and power tools; drive a District 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.

Maintain and review work order database and update work order status.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, tools, 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.

Mathematical calculations.

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.

Perform mathematical calculations with speed and accuracy.

Interpret and work from plans, blueprints, sketches, specifications, and diagrams.

Maintain various records related to work performed.

Communicate effectively both orally and in writing.

Establish and maintain collaborative and effective working relationships with others.

Meet schedules and timelines.

Understand and follow oral and written instructions.  
Work independently with little or no direction.  
Observe health and safety regulations and procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent and supplemented by completion of an approved apprenticeship program in the carpentry trade and two years of journey-level carpentry experience involving construction, repair, alteration, forming, framing, and finishing.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment with exposure to various weather conditions.  
Regular exposure to fumes, dust, dirt, and oil/grease.  
Driving a District vehicle to conduct work.  
Working around students and staff.  
Trade shops.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Hearing and speaking to exchange information.  
Seeing to read and perform carpentry functions and view computer screens.  
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.  
Reaching overhead, above the shoulders, and horizontally.  
Bending at the waist, kneeling, or crouching.  
Climbing ladders and working from heights.  
Standing, walking, or sitting for extended periods of time.  
Heavy physical labor.

**HAZARDS:**

Working around and with heavy industrial machinery having moving parts.  
Working from heights.  
Chemical fumes and odors  
Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 09/93  
Revised: 04/97; 03/04; 12/13 (Ewing)  
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24