



CARPENTER, JOURNEY

SALARY GRADE: [C3-52](#)

DEFINITION:

This is a skilled position at the full journey level, involved in carpentry work to include the planning, laying out, construction, repair and assembly of temporary and permanent additions, partitions and wooden structures and fixtures. The employee uses appropriate tools, safety techniques, equipment and supplies in the construction, repair and renovation of floors, roofs, stairways, partitions, doors, windows, and screens from blueprints, sketches of buildings and other College and District facilities. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work in the trade of carpentry, but many also be assigned to assist other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general carpentry duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

Trade Responsibilities

1. Performs carpentry duties in connection with a wide variety of building alterations, maintenance and repair projects and other miscellaneous structures; builds and erects stairs, walls, counters, temporary partitions, shelves, cabinets, ramps, concrete forms, barricades, sheds, bleachers, scaffolding, fences and other items.
2. Repairs furniture desks, tables, chairs, doors, roofs, stairs and handrails, cabinets, floor tile, carpet, signs, baseboards and roofs for the purpose of ensuring that items are available and in safe working condition.

3. Evaluates blueprints and/or plans for the purposes of ensuring projects are completed per specifications.
4. Fabricates various items (e.g. specialized cabinets, furniture, etc.) for the purpose of providing solutions for unique needs within the district.
5. Operates woodworking equipment and machines to saw, plane, drill or mortise lumber for doors, cabinets, shelves, molding and related fixtures.
6. Installs system furniture component parts, classroom and office equipment and facility components (e.g. doors, door closers, lockers, handrails, decks, glass, etc.) for the purpose of ensuring compliance with established regulations and/or maintaining facilities in a safe, comfortable and operating condition.
7. Remodels office and workspace including partitions, paneling, bathrooms, portables, etc. for the purpose of ensuring safe and efficient utilization of space.
8. Maintains equipment rooms, shops, vehicles and tools.
9. Performs HAZMAT/safety inspections; maintains logs, record and signs fire extinguisher tags.

EMPLOYMENT STANDARDS:

Knowledge of:

1. General carpentry work in maintenance and repair projects.
2. Methods, materials, tools, safety practices and equipment used in the carpentry trade.
3. Safety factors in the operation of equipment and materials.
4. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from blueprints, technical manuals, charts and schematics.
4. Erect and work from scaffolding and high places.
5. Maintain accurate records and reports on completed assignments.
6. Assign work to and oversee the work of Apprentices in the carpentry trade.
7. Operate and maintain a variety of equipment and tools.
8. Understand and carry out oral and written instructions.
9. Observe safety requirements and safe work practices and methods as required.
10. Establish and maintain cooperative work relationships.
11. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Three years of experience in a comparable position.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to dust particles.

4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008