



### CARPENTER, APPRENTICE I/II/III

**SALARY GRADE:** Apprentice I: [C3-44](#); Apprentice II: [C3-46](#); Apprentice III: [C3-50](#)

#### **DEFINITION:**

Employees in this classification perform apprentice level work in the trade of carpentry and does related work as required.

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

#### **DISTINGUISHING CHARACTERISTICS:**

##### Apprentice I

This is an entry-level position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

##### Apprentice II

This is a semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

##### Apprentice III

This is an advanced semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the journey level position.

#### **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. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

### **Trade Responsibilities**

Apprentice I works under direction of a Journey level position.

Apprentice II works under the general direction of a Journey level position, with some independence.

Apprentice III works with oversight from a Journey level position, exercising a high level of independence.

### **All Apprentice positions perform the following:**

1. Performance of carpentry duties in connection with a wide variety of building alterations, maintenance and repair projects and other miscellaneous structures; assists in building and erecting 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. Operation of woodworking equipment and machines to saw, plane, drill or mortise lumber for doors, cabinets, shelves, molding and related fixtures.
6. Installation of 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.

### **EMPLOYMENT STANDARDS:**

#### **Apprentice I**

#### **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. Read and work from blueprints, technical manuals, charts and schematics.
3. Erect and work from scaffolding and high places.
4. Maintain accurate records and reports on completed assignments.
5. Operate and maintain a variety of equipment and tools.
6. Understand and carry out oral and written instructions.
7. Observe safety requirements and safe work practices and methods as required.

8. Establish and maintain cooperative work relationships.

**Education**

Equivalent to the completion of the twelfth grade. Trade school courses desirable.

**Experience**

Basic knowledge of methods, materials, tools, safety practices and equipment used in the carpentry trade.

**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