

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: B

SALARY RANGE: 71

CLASS TITLE: CARPENTER

BASIC FUNCTION:

Under the direction of the Director - Maintenance, perform skilled carpentry work in the alteration, repair, and new construction of equipment and structures; assure the maintenance and safety of College buildings and fixtures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled carpentry work in the alteration, repair, and new construction of equipment and structures; assure the maintenance and safety of College buildings and fixtures; receive and respond to work orders; assure compliance with building, health and safety codes and standards.

Organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches, verbal instructions and specifications; work from verbal and written instructions and work orders.

Construct, install, maintain and repair woodwork including cabinets, bookcases, shelves, doors, window frames and furniture; match materials with color, grain or texture.

Build partitions; construct walls using paneling and other decorative materials; install, replace and repair partitions and other items; cut, fit, and hang doors; install and repair drywall.

Constructs and installs new windows and doors; replace glass in existing windows and doors, as necessary.

Operate a variety of specialized equipment including saws, drills, presses and various hand and power tools; drive a vehicle to conduct work.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to work orders and assigned activities.

Maintain shop and work areas in a safe, clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

Assists other tradesmen by performing unskilled, semi-skilled, and skilled duties in other maintenance trades areas, as assigned.

3/31/06

Approved by CSEA 651

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and procedures used in rough and finish carpentry.

Technical aspects of the carpentry trade, including Uniform Building Code requirements and related regulations.

Methods, procedures, equipment and materials used in skilled carpentry and general maintenance and repair.

Basic qualities and uses of various woods and other construction materials.

General safety precautions and procedures.

Operation and use of hand and power tools and equipment.

Proper methods of storing equipment, materials and supplies.

Shop math applicable to the building trades.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture 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.

Read and work from plans, blue prints, sketches, specifications and diagrams.

Observe health and safety regulations and procedures.

Communicate effectively both orally and in writing.

Make basic mathematical calculations.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

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.

Lifting, carrying, pushing or pulling heavy objects weighing 50 lbs or more as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.