

CARPENTER

DEFINITION

Under general supervision, performs skilled carpentry, including maintenance, repair, installation, alteration, and construction of College buildings, facilities, and fixtures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel and technical and functional supervision from the Lead Carpenter.

CLASS CHARACTERISTICS

This is a journey-level position and is responsible for performing skilled carpentry of College buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for College and public use. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Carpenter is distinguished from the Lead Carpenter in that the Lead position is responsible for technical and functional supervision of assigned carpentry staff and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs skilled carpentry work in the alteration, repair, maintenance, and new construction of equipment and structures; ensures the maintenance and safety of College buildings and fixtures; receives and responds to work orders; ensures compliance with building, health and safety codes and standards.
2. Organizes and lays out assigned tasks; interprets plans, diagrams, blueprints, sketches, verbal instructions and specifications; works from verbal and written instructions and work orders.
3. Constructs, installs, maintains, and repairs woodwork, including cabinets, bookcases, shelves, doors, window frames, and furniture, performing mill and cabinet work as necessary; matches materials with color, grain, or texture; installs artwork, plaques, whiteboards, frames and other miscellaneous items on wall surfaces.
4. Builds partitions; constructs walls using paneling and other decorative materials; builds and sets forms for concrete construction; installs, replaces, and repairs partitions and other items; cuts, fits, and hangs doors; may install and repair modular furniture.
5. Frames walls and installs new drywall; repairs existing drywall as needed; assembles and works from scaffolding.
6. Constructs and installs new windows and doors; replaces glass in existing windows and doors, as necessary.

7. Operates a variety of specialized equipment including saws, drills, presses, and other various hand and power tools; drives a vehicle to perform work.
8. Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
9. Builds closets, cases, and shelving; fits doors, windows, sashes, and screens; cuts and installs glass, Plexiglas, and similar materials.
10. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
11. Ensures the proper care and maintenance of tools and equipment.
12. Records and maintains work and material records.
13. Installs locks and other building hardware.
14. Observes safe work methods and makes appropriate use of related safety equipment as required.
15. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
16. Installs and maintains high and low energy operators throughout the College.
17. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
18. May assist other College employees with various projects including plumbing, and HVAC repair, as well as other maintenance trades.
19. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
20. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
22. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
23. Maintains regular attendance.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in carpentry of College facilities, buildings, and fixtures, including carpentry codes.
2. Safe application, operation, and maintenance of tools and equipment used in the carpentry trade.
3. Basic qualities and uses of various woods and other construction materials.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Occupational hazards and safety equipment and practices related to assigned area of responsibility.

6. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
7. Safe work practices, including safe driving rules and practices.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Perform a variety of complex carpentry tasks in the construction, maintenance, renovation, and repair of College buildings and facilities.
2. Perform basic preventative maintenance of carpentry equipment and tools.
3. Skillfully and safely operate a variety of light equipment and power and hand tools used in the carpentry field.
4. Troubleshoot maintenance problems and determine materials, costs, and supplies required for carpentry projects.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
6. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
7. Maintain accurate logs, records, and basic written records of work performed.
8. Operate modern office equipment including computer equipment and software programs.
9. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
10. Make accurate arithmetic calculations.
11. Operate bucket truck (boom truck), scissor lift, and forklift.
12. Operate a truck and observe legal and defensive driving practices.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Communicate effectively through various methods.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Three (3) full-time equivalent years of experience in journeyman-level carpentry work.

Licenses and Certifications:

The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 3/2026