

Sweetwater Union High School District

CARPENTER

Purpose Statement

The job of Carpenter is done for the purpose/s of installing, repairing, and building items; identifying repair and/or replacement needs; assisting other skilled trades; completing construction projects safety and within established budget and time constraints; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

Essential Functions

- Builds items (e.g. counters, shelves, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Remodels educational, office and work space areas (e.g. partitions, wood/metal framing, cabinetry, wood working, drywall, etc.) for the purpose of ensuring safe and efficient utilization of space.
- Plans and lays out work on assigned work orders; makes rough sketches and working drawings; works from written instructions, work orders, technical manuals, shop drawings, wiring diagrams, blue prints, schematics, specifications and catalogs for the purpose of modifying and/or adapting facilities to specific needs.
- Repairs various items, systems and/or components (e.g. furniture, cabinets, floor tile, roofing, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Installs system component parts, classroom and office equipment and facility components (e.g. shelving, cabinetry, wood/metal framing, drywall, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Inspects facilities, (e.g. new construction, remodels, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Responds to emergency situations during or after school hours as needed and/or assigned for the purpose of resolving immediate safety concerns.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Coordinates with administration and other trades for the purpose of providing input and/or completing projects/work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Prepares documentation (e.g. requisitions, work orders, inventory counts, etc.) for the purpose of providing written support and/or conveying information.
- Maintains vehicle, tools and equipment for the purpose of ensuring the availability of item in safe operating condition.
- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 35% walking, and 40% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Any combination equivalent to High School diploma, supplemented by approved apprenticeship program in carpentry, and three years of experience in the trade of carpentry.

Required Testing

Pre-employment Proficiency Test

Certificates/Licenses

Valid California Driver's License

Continuing Educ./Training

Forklift certification within 6 months of employment

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410