

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, 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

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Forklift certification within 6 months of employment

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224