

## CARPENTER

### DEFINITION

Performs journey-level carpentry work in the construction, alteration, maintenance, installation, and repair of articles and structures of wood, fiberboard, hardware, and related materials.

### TYPICAL DUTIES

Constructs, alters, and repairs structures related to floors, ceilings, roofs, stairways, doors, windows, modular cabinets, and finish carpentry components by using materials that include but are not limited to wood, fiberboard, gypsum board, mineral tile, and metals.

Builds and sets forms for concrete construction.

Measures, saws, and installs sheathing for walls and roofs.

Covers sheathing with building paper and applies sidings.

Saws, fits, and erects exterior and interior trim.

Installs locks and other building hardware.

May assist in preparing material lists, estimating job costs, preparing job records, and making surveys of carpentry needs.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A craft person performs the journey-level work within their specific discipline in a designated Maintenance and Operations area.

A senior craft person assists a supervisor or manager in overseeing the overall respective operations in a designated Maintenance and Operations area.

### SUPERVISION

General supervision is received from a craft supervisor or manager. Work direction may be exercised over lower-level personnel.

### CLASS QUALIFICATIONS

#### Knowledge of:

Standard practices, processes, materials, and tools of the carpentry trade  
Properties, adaptability, and uses of woods and other carpentry materials  
Safety practices and regulations pertaining to the carpentry trade  
Microsoft Word and Outlook

#### Ability to:

Safely and effectively use the tools and machines of the trade  
Read, interpret, and work from sketches, drawings, plans, and blueprints  
Follow oral and written instructions  
Work effectively with others  
Develop the skills of assistants through on-the-job training

Enter and retrieve information using computers or other peripheral equipment

Special Physical Requirements:

Manual dexterity and strength to use tools of the trade

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift and carry items weighing up to 100 pounds

Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment

Ability to safely work in confined spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Successful completion of a recognized carpentry apprenticeship program or five years of experience in carpentry work on buildings, one year of which must have been at the journey level.

Special:

A valid California Driver License.

Use of an automobile.

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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LKD