I. Position Title

Carpenter III – (Lead)

II. Position Description

Under general supervision, to plan, organize, and coordinate the carpentry activities for the maintenance department; to assign and supervise the work of assigned workers; to act as a working lead person; to perform skilled trades work in carpentry; and do related work as may be required.

This is a single position class to which an incumbent is assigned a working lead employee role over assigned workers; the lead employee must be skilled and able to assist in the training of assigned workers. While a major portion of the time of a position in this class is spent in performing skilled carpentry work including all types of new construction and remodeling, an incumbent may also be expected to carry out a wide range of other assigned maintenance work outside of carpentry work. When licenses are required, an incumbent must be able to pass any necessary examinations.

III. Examples of Duties/Responsibilities

A. Performs skilled carpentry work including all types of new construction, remodeling of classrooms, offices, and buildings at the various District sites – E

B. Schedules work in cooperation with other maintenance sections and personnel – E

C. Distributes work assignments to assigned personnel – E

D. Inspects work in progress and upon completion and that work is performed in compliance with instructions and meets appropriate quality standards – E

E. Trains, guides, checks, evaluates, and corrects the work of assigned workers – E

F. Constructs, assembles, builds, installs, and repairs wooden articles such as cabinets, bookcases, desks, chairs, tables, mailboxes, fences, gates, and related items using woodworking machines and hand tools – E

G. Works from blueprints, drawings, sketches, work orders, or verbal instructions – E

H. Matches materials for color, grain, or texture – E

I. Repairs and modifies existing door casings – E

J. Installs locks, metal work, and fixtures on doors and cabinets
K. Makes repairs, alterations, and remodels classrooms, offices, storerooms, and other District facilities – E
L. Hangs bulletin boards and chalkboards/white boards
M. Operates table saw, hand saw, drill press, planes or sharpening machine, router, belt sander, hinge and lock jigs, and hilti gun, etc. – E
N. Installs and repairs playground equipment
O. Repairs or installs lockers – E
P. May repair or replace roofing materials
Q. Replaces floor tiles
R. Performs the full range of skilled work described for the position of Carpenter II – E
S. Coordinates, inspects, and directs work of helpers – E
T. Plans and lays out assigned tasks – E
U. Prepares estimates of labor and material costs for jobs, requisitions, orders, and stores supplies and materials – E
V. Keeps time, labor, and material records – E
W. Drives a District vehicle to and from various work sites - E
X. Maintains gas, oil, and water in assigned vehicles – E
Y. Assists in other maintenance areas by performing unskilled and semiskilled duties

(E) - Essential

IV. Minimum Qualifications

Knowledge of:

- Materials, tools, and procedures used in cabinetry, general carpentry, and mill work
- Qualities and uses of various woods and other construction materials
- Appropriate safety precautions and procedures
- Shop math, reading blueprints, and plans
- Supervisory skills

Ability to:

- Perform highly skilled work in the construction trades and repair of wooden articles
- Lead a maintenance crew in all phases of assigned work
- Use power and hand tools of the trade skillfully
- Plan and lay out carpentry work, including estimating labor and material costs
- Work from shop drawings, blueprints, sketches, plans, and specifications
• Apply shop math
• Maintain records
• Perform a full range of general maintenance and repair work not requiring full journeyman skills
• Understand and carry out oral and written directions
• Learn and utilize new and current technologies
• Operate District vehicles
• Perform work safely
• Establish and maintain cooperative working relationships
• Respond to emergency calls at night or on weekends

Education and Experience:

• **Education:** Graduation from high school or equivalent
• **Experience:** Three (3) years of journeyman level carpentry experience or two (2) years of experience as a skilled carpenter in the Moreno Valley Unified School District or in an area in which the incumbent has acquired competence at a skilled level in related trades

License:

• Possession of a valid California Driver’s License and driving record insurable to District standards

Working Conditions:

Environment:
• Indoor, outdoor, and shop environment
• Periodic work in cramped spaces
• Subject to driving to various District sites to conduct work

Physical Abilities:
• Heavy work – lifting, carrying, pushing, and/or pulling up to approximately 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds
• Working at heights - climbing, working on scaffolding and ladders
• Dexterity of hands and fingers to operate specialized tools and equipment
• Reaching overhead, above the shoulders, and horizontally
• Bending, twisting at the waist
• Squatting, kneeling, crawling, lie on back
• Standing and walking for extended periods of time
• Gripping and grasping power tools, supplies, and equipment
• Hearing and speaking to exchange information
• Visual acuity to observe and perform repairs, read manuals, and inspect work
Hazards:

- Working on ladders or scaffolding at heights
- Working in a cramped or restrictive work space
- Working around and with machinery having high speed moving parts
- Exposure to adverse weather conditions
- Exposure to flying debris or nails
- Exposure to noise and fumes from equipment operation
- Exposure to fumes/vapors, dust, and other hazardous materials

Revised:
09/12/11 - sb
09/30/11 – Negotiations
11/15/11 – Board Acknowledgement