I. Position Title

Carpenter II

II. Position Description

Under general supervision, to perform skilled carpentry work in the alteration, repair, and occasional new construction of equipment and structures; as assigned, to assist other tradesmen by performing unskilled and semiskilled duties in other maintenance trades areas; and to do related work as may be required. A major portion of the time of positions in this class is spent in performing rough and finished skilled carpentry work. Incumbents are expected to carry out a wide range of general maintenance work outside carpentry. As assigned, positions are expected to perform tasks in other maintenance trades at an unskilled or semiskilled level as a helper or independently.

III. Examples of Duties/Responsibilities

A. Alters, repairs, inspects, and constructs articles and structures of wood such as partitions, counters, doors, scaffolds, window and door frames, forms and fences – E
B. Installs drywall and sheet rock – E
C. Maintains and repairs woodwork of buildings – E
D. Makes and repairs furniture, equipment, and wooden fixtures, performing mill and cabinet work as necessary – E
E. Lays and repairs floors and roofs
F. Installs and repairs drawer slides
G. Matches materials for color, grain, or texture – E
H. Sets up and operates woodworking machines – E
I. Trims component parts of joints to make them fit properly using hand and/or power tools such as planes, chisels, wood files, jigs, etc.; bore holes – E
J. Glues and clamps parts and sub-assemblies together - E
K. Prepares surfaces for finishing, as required – E
L. Cuts, fits, and hangs doors – E
M. Builds closets, cases, shelving, picture frames, bulletin and chalkboards - E
N. Fits windows, sashes, and screens - E
O. Works from blueprints, drawings, sketches, work orders, or verbal instructions – E
P. Install locks
Q. Operates table saw, band saw, drill press, dowel, plane, or sharpening machine, router, belt sander, and hilti gun – E
R. Sees that tools and equipment are properly cared for – E
S. Assists in other maintenance areas by performing unskilled or semiskilled duties – E
T. Keeps time, labor, and material records – E
U. Drives a District vehicle to and from various work sites - E
V. Maintains gas, oil, and water in assigned vehicles – E
W. Installs glass, metal work on cabinets – E
X. Performs other related duties as directed

(E) - Essential

IV. Minimum Qualifications

Knowledge of:

- Materials, tools, and procedures used in both rough and finished carpentry
- Qualities and uses of various woods and other construction materials
- Appropriate safety precautions and procedures
- Shop math, reading blueprints, and plans

Ability to:

- Use carpentry tools and machines skillfully
- Work from shop drawings, sketches, plans, and specifications
- Apply shop math
- Plan and lay out carpentry work including estimating labor and materials costs
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full trade skills
- Operate District vehicles
- Perform work safely
- Establish and maintain cooperative working relationships
- Respond to emergency calls at night or on weekends
- Understand and carry out oral and written directions
- Learn and utilize new and current technologies
- Maintain records

Education and Experience:

- Education: Graduation from high school or equivalent
• **Experience:** One (1) year of skilled maintenance level experience performing skilled carpentry work, or two (2) years of experience as a maintenance worker in the Moreno Valley Unified School District in an area in which the incumbent has acquired competence at a skilled level in this trade

**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 and read manuals

**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
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