

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Carpenter

Department: Maintenance

Location: District-wide

Date: 2/12/2008

POSITION PURPOSE

Under general supervision of Maintenance Supervisor or assigned administrator, to perform journeyman level carpentry work in the repair, construction, and alteration of wooden articles and structures; to do a variety of related construction and general maintenance tasks; and to do job related work as required.

KEY DUTIES AND RESPONSIBILITIES:

1. Performs rough and finish carpentry work on wood, acrylic and other materials.
2. Performs mill and cabinet work involving construction, finishing, and repairing of buildings, structures, furniture, cabinets, and equipment.
3. Installs and repairs floors and roofs.
4. Hangs doors and adjusts door checks.
5. Installs and repairs locks.
6. Installs bookshelves, paneling, chalk boards, bulletin boards, movie screens, shelves, etc.
7. Builds concrete forms.
8. Operates a variety of tools and equipment related to the carpentry trade including planners, shapers, jointers, sanders, power saws, and other woodworking machinery.
9. Maintains tools and machinery in good working condition in a safe, clean and orderly working environment.
10. Orders necessary supplies and material such as locks, door closures, and various hardware components.
11. Inventories supplies, equipment, and prepares reports of work performed along with materials used.
12. May occasionally provide work direction to others in performance of these duties.
13. Perform general maintenance work as required, including clean up after work is completed.
14. Installs sheet rock, fire tape and mud same.
15. Performs other related duties as assigned.

EMPLOYMENT STANDARD

Knowledge of:

1. Methods, materials, tools and equipment used in the carpentry and woodworking trade, including both rough and finish carpentry.

2. The basic qualities of the various woods used for school plant purposes, and their adaptability and uses in specific situation.
3. Building and safety codes and regulations related to carpentry work.

Ability to:

1. Prepare, interpret, and work from drawings and blueprints.
2. Safely perform both rough and finish carpentry, and use and care for carpentry tools.
3. Use and operate mechanical tools.
4. Ability to operate a variety of vehicles, equipment and hand and power tools such as: flatbed truck, forklift, basket lift truck, tractor, hand truck, table and band saws; drill press, jointer, planer, skill saw, radial arm saw, panel saw, tile cutter, and paint sprayer.
5. Ability to observe health and safety rules and regulations.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

1. Education equivalent to completion of the twelfth grade.
2. Journey-level training as a rough and finish carpenter and two years of responsible journey level carpentry experience.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Certificates:

1. Possession of a valid California motor vehicles driver's license.

WORKING CONDITIONS:

Environment:

1. The work is typically performed in an indoor shop and outdoor environment. While performing the duties, the employee regularly works near moving mechanical parts and in confined spaces and is frequently exposed to adverse weather conditions, dust, airborne particles and the risks and potential hazards of working with power saws and other equipment.

Board Approved: 2/12/2008
Salary Schedule: 100 (changed from flat rate 7/1/2014)
EEO Category: 2B5 – Skilled Crafts