PALOMAR COMMUNITY COLLEGE DISTRICT

MAINTENANCE CARPENTER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of skilled carpentry, cabinetry and general construction duties supporting the maintenance, repair and remodeling of District buildings and facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

 Receives general supervision from the Supervisor, Building Services.

 May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform rough and finished carpentry work from beginning to end including framing of new construction and the maintenance and repair of existing buildings and facilities.

2. Build partitions, counters, doors, scaffolds and forms; construct, assemble, install and repair cabinets, book cases, chairs, desks and tables.

3. Perform rough framing duties; cut, trim, hang and finish doors, sliding doors, enclosures and overhangs; construct cement forms; pour, finish and repair interior furnishings.

4. Perform a variety of preventive maintenance functions; inspect and repair rotten and decayed floor boards, doors, deck planks and floors.

5. Install and replace window frames and broken windows; repair, replace or construct complete window frames.

6. Read and follow blueprints, shop drawings and sketches supporting the performance of assigned duties and responsibilities.

7. Operate a variety of carpentry equipment and tools including saws, router, drills, sanders, planers, drill presses and various hand tools.

8. Estimate and purchase materials in compliance with District purchasing procedures.
Marginal Functions:

1. Respond to and resolve various emergency calls and routine calls for service.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, procedures and terminology used in the carpentry trade.
- Tools and materials used in custom carpentry work.
- Characteristics of various types of wood.
- Finish carpentry and cabinet making techniques.
- Operational characteristics of a variety of carpentry and hand tools.
- Occupational hazards and standard safety practices.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Ability to:

- Correctly use and apply a variety of carpentry skills.
- Read and interpret plans and blueprints.
- Repair and/or replace damaged windows, wood work and related items.
- Measure and cut materials precisely.
- Operate all carpentry equipment and tools effectively and safely.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible finish carpentry experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in finish carpentry, cabinet making or a related area.
License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; work at heights on scaffolding or ladders; exposure to noise, dust, fumes and gases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; bending; moderate to heavy lifting; operating motorized vehicles and carpentry tools; near visual acuity to inspect and repair carpentry work.