



MAINTENANCE TECHNICIAN VI-CARPENTER

DEFINITION:

Under the supervision of the assigned supervisor, performs a wide variety of skilled and semi-skilled carpentry and carpentry-related tasks in the maintenance, repair and improvement of District buildings and equipment; constructs, installs, maintains and repairs woodwork; trains and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS

The classification of Maintenance Technician VI-Carpenter is distinguished from the lower classification of maintenance carpentry positions primarily by the higher degree of journey-level skills. Incumbents serve as a senior technician and oversee special projects. Incumbents train and provide leadership and direction to assigned staff in the carpentry trade. This classification serves as a backup Head Foreman and orders materials and supplies. Incumbents have six years of journey-level experience in a specific trade and have completed an approved apprenticeship program in a specific trade.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads and performs skilled/semi-skilled carpentry work in connection with the Maintenance, repair, or alteration of facilities and equipment.
- Receives and responds to work orders; ensures compliance with building, health and safety codes and standards.
- Constructs, installs, maintains and repairs woodwork including cabinets, bookcases, shelves, doors, window frames and furniture; matches materials with color, grain or texture; repairs and maintains building and facility roofing as required.
- Fabricates and/or repairs furnishings such as shelving, bookcases, work tables and counter.
- Performs in lead role to plan, schedule, and coordinate the work of multiple trades on a single project.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Assists in post construction inspections, project planning and evaluation, and coordination or work with other trades.
- Plans, organizes and lays out assigned tasks; interprets plans, diagrams, blue prints, sketches and specifications; performs tasks from verbal and written instructions and work orders.
- Estimates material requirements from drawings, blueprints, or written instructions.
- Performs maintenance on shop equipment and tools.
- Assesses labor, material and equipment needed for assigned projects; monitors inventory levels of materials and equipment.
- Operates a variety of specialized equipment including saws, drills, presses and various hand and power tools; drives a vehicle to conduct work.
- Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintains various records related to work orders and assigned activities.
- Maintains shop and work areas in a safe, clean and orderly condition.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, procedures, equipment and materials used in skilled carpentry and general maintenance and repair.
- Operation of hand and shop tools and powered equipment common to the carpentry trade.
- Methods and materials common to the carpentry/woodworking trade.
- Types of woods and composite materials and their best applications.
- Best practices of the carpentry trade and general building standards.

- Safety procedures and practices common to carpentry work on site and in-shop.
- Working knowledge of the Uniform Building Code (U.B.C.)
- Building codes related to the carpentry trade.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of the carpentry trade.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.
- Basic arithmetic.

Ability to:

- Lead and perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture and facilities.
- Construct, install, maintain and repair woodwork.
- Operate a variety of tools and equipment used in the skilled carpentry trade effectively and safely.
- Plan and lay out carpentry work.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Train and provide work direction and guidance to assigned personnel.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain various records related to work performed.
- Perform accurate measurements, and arithmetic calculations.
- Provide estimates on time and materials requirements.
- Coordinate and schedule work with other trades and serve in a lead positions.
- Understand written and oral instructions.
- Perform heavy manual labor.
- Work cooperatively and maintain positive working relationship with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the carpentry trade and six years increasingly responsible journey-level carpentry experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform carpentry functions.
- Reaching overhead, above the shoulders and horizontally.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

WORK ENVIRONMENT:

Indoor and outdoor work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working at heights.
- Regular exposure to fumes, dust, dirt, oil/grease.

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