

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Carpenter	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0811	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform journey-level skilled rough and finish carpentry work in the alteration, renovation, repair, and construction of district facilities; perform cement forming and finishing work.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Retrofit and remodel classrooms, offices, and restrooms with new durable materials to meet health and Americans with Disabilities Act (ADA) requirements; demolish old construction. **E**

Mix, set forms, pour, and finish concrete for ramps, walkways, stairs, floors, and walls; dig footing; install steel reinforcement. **E**

Design, construct, and install cabinets, bookcases, bulletin boards, shelves, white boards, partitions, and furniture; manufacture and install all varieties of countertops. **E**

Perform interior finish work such as plastering, sheetrock, vinyl board, fiberglass reinforced plastic (FRP), ceramic tile, and exterior finish work such as stucco, siding, trim brick, panel siding, and masonry applications in accordance with the Division of State Architects (DSA) and Americans with Disabilities Act (ADA). **E**

Perform necessary milling work; perform structural framing of walls, floors, roofs, beams, columns, or other structural work. **E**

Repair and replace cyclone fencing, gates, barriers, and playground equipment; dig holes; maintain and install flagpole ropes as needed. **E**

Make and repair school and office furniture, desks, equipment, and wooden fixtures; perform mill and cabinetwork. **E**

Maintain and repair woodwork of buildings; fit and install doors and accompanying hardware, windows, sashes, and screens; install panic bars and other exit hardware; install ceiling tiles; install ADA signs, as well as other signage. **E**

Operate lathes, planers, shapers, joiners, sanders, band saws, drills, and other woodwork equipment; operate a district vehicle, forklift, scissor lift, and related equipment and machinery; maintain equipment, tools, and work area in a safe, clean, and orderly manner; lift and carry heavy objects, and perform heavy physical labor. **E**

Perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary. **E**

Assure work completed and in progress comply with applicable laws, rules, and regulations. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year carpenter apprenticeship program or equivalent. Five years of journey-level carpentry experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test); furnish own hand tools; and complete physical examination for wearing respirator. Attend asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment, tools, and materials of skilled rough and finish carpentry work.

Quality and adaptability of various woods.

Building codes, policies, regulations, and guidelines pertaining to typical school.

Basic record-keeping techniques.

Safe working methods and procedures.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Read and interpret blueprints, sketches, shop drawings, diagrams, shop plans, and specifications.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written directions.

Establish cooperative working relationships with others.

Work independently with minimal supervision.

Operate a vehicle, observing legal and defensive driving practices.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift and carry heavy objects, and perform heavy physical labor according to safety regulations.

Work efficiently to meet schedules and timelines.

Operate and maintain specialized tools of the carpentry trade.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; exposure to adverse weather conditions; work at heights in confined spaces.

SAMPLE PHYSICAL ABILITIES:

Pull, push, carry, and lift heavy objects; climb ladders and scaffolding; stand for extended periods of time; heavy physical labor; bend at the waist; crouch; crawl; reach overhead, above the shoulders, and horizontally; dexterity of hands and fingers to operate specialized tools, equipment, and motorized lifts; hear and speak to exchange information; see to perform work.

SAMPLE HAZARDS:

Work on ladders or scaffolding at heights; work in a cramped or restrictive work chamber; work around and with machinery having moving parts; exposure to flying debris or nails, asbestos, lead, mold, hepatitis, and other hazardous materials; repetitive hand motion; cuts and bruises from knives, hammers, saws, and drills; wood, metal, glass, or fiberglass slivers; exposure to fumes and odors from glues and solvents.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date