

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE CARPENTER

BASIC FUNCTION:

Under the direction of the Area Supervisor-Maintenance, perform journey-level rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities; install, adjust and modify building hardware.

ESSENTIAL FUNCTIONS:

Perform skilled rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities; perform alterations, repairs and construction of articles and structures of wood, fiberboard and related material.

Design and construct walls, shelves and furniture.

Assist in the preparation of plans, drawings, specifications and estimating costs; draw plans, order materials on a job by job basis; maintain work and material records; work from blueprints or working drawings in building and installing doors, shelves, window frames, stairs, counters and partitions, cabinets and book and display cases.

Perform necessary milling, staining and finishing work.

Install, adjust and modify building hardware; repair or replace door closures and other related items.

Mix, set forms and finish concrete.

Repair school and office furniture, equipment and wooden fixtures; perform mill and cabinet work; install Formica counter tops.

Maintain and repair woodwork of buildings; fit doors, window, sashes and screens; install partitions and ceiling tiles.

Operate planers, shapers, joiners, sanders and other woodworking equipment; operate a District vehicle and related equipment; maintain equipment, tools and work area in a safe, clean and orderly manner.

Assist other maintenance staff with projects as assigned; review and comment on building plans and specifications for modernization and new building projects.

Perform building assessments to determine causes of dry rot, moisture and other deteriorating conditions.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, equipment, tools and materials of skilled rough and finish carpentry work.
Building and safety codes and regulations.
Quality and adaptability of various woods.
Basic record-keeping techniques.
Hazmat and safety regulations and practices.
Proper lifting techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform skilled rough and finish carpentry work to repair, construct or remodel District facilities.
Prepare sketches and designs of proposed projects.
Understand and work from blueprints.
Understand and follow oral and written instructions.
Maintain records.
Work independently with minimal supervision.
Work efficiently to meet schedules and time lines.
Observe legal and defensive driving practices.
Establish and maintain cooperative and effective working relationships with others.
Maintain work pace appropriate to given workload.
Use a breathing respirator as needed.
Speak, read and write English at a level required for satisfactory job performance.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate specialized tools and equipment.
Stand for extended periods of time.
Climb ladders and work from heights.
Perform heavy physical labor.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch and crawl.
Use proper lifting methods.
Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by completion of an approved carpentry apprenticeship program and five years of journey-level rough and finish carpentry experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Incumbents must obtain certification to wear a respirator within probationary period.

Floor-lift 90 pounds and arm-lift 90 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

HAZARDS:

Working on ladders and scaffolding at heights.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Exposure to flying debris or nails.