



JULY 2009
FLSA: NON-EXEMPT

CARPENTER / LOCKSMITH

DEFINITION

Under general supervision, performs skilled technical maintenance, repair, installation, alteration, and construction of District facilities involving carpentry to improve, maintain, and renovate District buildings, facilities, and fixtures; maintains and repairs locks, keys, card readers, and card keys; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Utility Maintenance Supervisor. Exercises no supervision of staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a skilled trades-worker classification that is responsible for technical maintenance and repair duties at District buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for District and public use. Incumbents in this class may also assist other trades on an as needed basis. This class is distinguished from other skilled trades-worker classifications in that it is assigned to maintenance and repair of a wide variety of building and facility fixtures, as well as performing locksmith duties. This class is further distinguished from the Utility Maintenance Worker classification in that the latter performs lower-level and less complex maintenance and repair work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs skilled carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, counters, walls, windows, doors, scaffolds, forms, roofs, foundations, and related fixtures.
- Makes and repairs furniture, equipment, and wooden fixtures, performing mill and cabinet work as necessary.
- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and testing instruments.
- Maintains and repairs woodworks of buildings; lays and repairs floor and roofs; removes and replaces tile; builds closets, cases, and shelving; fits doors, windows; sashes and screens; repairs and installs drupe cords.
- Glazes window mixes, pours and finishes parts of bleachers.
- Operates saws, lathes, planers, shapers, jointers, sanders, band saws, and other woodworking machinery; sharpens hand tools.

- Provides locksmith duties for District facilities, including checking and repairing door locks, paddle locks, and panic hardware, and providing re-keying services.
- Maintains records of all keys, card keys, and card readers.
- Maintains the central control area for all card keys distributed to District staff.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Ensures the proper care and maintenance of tools and equipment.
- Estimates amounts of materials and labor.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and suppliers.
- Assists other District employees with various projects including carpentry, plumbing, and auto repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District facilities, buildings, and fixtures.
- Tools, materials, and standard practices used in both rough finish carpentry and glazing.
- Basic qualities and uses of various woods and other construction materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of light equipment and power and hand tools used in carpentry.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
- Accurately determine project material needs and recommend purchases.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply and explain applicable District policies, rules and regulations related to areas of responsibility.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.

- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and two (2) years of experience in a skilled building and/or construction trade with an emphasis on carpentry and glazing. A carpentry certificate from an approved institution is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.