



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## CARPENTER

### DEFINITION:

Under the direction of or an assigned Administrator or Supervisor, perform skilled carpentry work in the alteration, repair, installation and construction of school facilities and structures; may assist in semi-skilled and skilled tasks in other maintenance trade areas; and perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings and facilities; receive and respond to work orders; ensure compliance with building, health and safety codes and standards.
- Assist with constructing, installing, maintaining and repairing woodwork including partitions, counters, bookcases, shelves, doors, window frames, concrete forms, fences and other wood fixtures; build closets, bookcases and shelving.
- Fit and install doors, windows, and sashes.
- Operate a variety of specialized equipment including saws, lathes, planers, shapers, routers, joiners, sanders, band saws, hand tools, lifts, forklifts, and other woodworking equipment.
- Sharpen, maintain and service hand and machine tools and various woodworking equipment.
- Train, coordinate and provide work direction to assigned maintenance personnel
- Estimate labor, material, parts and equipment needed for assigned carpentry projects; monitor inventory levels of parts, supplies and equipment; requisition, receive and store parts, supplies and equipment as directed.
- Drive a district vehicle to various sites to conduct work.
- Communicate with personnel, vendors, contractors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Maintain various records related to work orders and assigned activities.
- Maintain shop and work areas in a safe, clean and orderly condition.
- May hang drywall and perform other repairs on alteration projects.
- Perform other job-related duties as assigned and/or as required.
- Perform inspections on district facilities for structural issues and unsafe conditions.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Methods, procedures, equipment, tools and materials used in skilled carpentry, roof repairs, wall board installation and general maintenance and repair.
- Basic qualities and uses of woods and other related construction materials.
- Operation and use of hand and power tools and equipment.
- Building code requirements and the requirements of the State Architectural Service pertaining to school facility construction, maintenance and repair.

- Safe working methods and procedures.
- Training principles and techniques
- Proper methods of storing equipment, materials and supplies.
- Arithmetic computations.
- Oral and written communication skills.
- Recordkeeping techniques.

**ABILITY TO:**

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of rough and finished carpentry, roof repair and building facilities.
- Use and maintain tools and equipment in performing rough and finished carpentry, and roof repair.
- Construct, install, maintain and repair woodwork.
- Plan, organize and lay out carpentry tasks.
- Train, coordinate, organize and provide work direction to assigned maintenance personnel.
- Estimate labor costs and materials accurately.
- Interpret and work from plans, blueprints, sketches, specifications and diagrams.
- Maintain simple records and prepare complete and concise reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Observe health and safety regulations and procedures.
- Communicate effectively, both orally and in writing.
- Make accurate arithmetic calculations.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree.

**EXPERIENCE:**

A minimum of four years of paid journey-level carpenter experience. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:**

- Verification of the possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.
- Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

**PREFERRED QUALIFICATIONS:**

Supplemental specific training in the carpentry trade involving construction, repair, alteration, forming, framing and finishing is desirable, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 75 to 100 pounds of force to lift, carry, push, pull or otherwise move objects
- Will walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be able to provide oral information, both in person and over the telephone and other electronic communication devices
- Must possess the manual dexterity to operate equipment and use hand tools and related equipment, and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

### POTENTIAL HAZARDS:

Working around and with machinery having moving parts. Working at heights. May be exposed to hot, cold, wet, humid, or windy conditions, caused by weather, loud noises, dusty environments, exposure to chemicals, solvents, and glues.

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