

Range: 37
Hours: 8
Week: 40
Month: 12

SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Maintenance Carpenter

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform general skilled carpentry work involved in the maintenance, repair, alteration, and basic construction of campus buildings, equipment, and facilities. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification may oversee and direct the work of others in the accomplishment of specific projects as assigned. This job class requires technical knowledge and skill related to the methods, procedures, materials, and equipment used in skilled carpentry work as well as the ability to perform semi-skilled general maintenance operations. This job class functions at a journey level of classification.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- Performs skilled rough and finish carpentry work in the alteration, repair, maintenance, and construction of buildings, partitions, cabinets, shelves, floors, roofs, doors, windows, fences, and furniture.
- Repairs, alters, and constructs articles and structures of wood, fiberboard, and related materials.
- Installs and/or builds doors, windows, partitions, cabinets, and performs formica work.
- Makes estimates for and inspections of maintenance carpentry work.
- Requisitions tools, materials, and equipment.
- Builds and sets forms for concrete construction and finishes concrete.
- Reads, interprets, and may draw blueprints, sketches, and plans; designs cabinets and other articles as assigned.
- Estimates material costs for carpentry projects.

Typical Duties (continued):

- Requisitions necessary tools, materials, and equipment to complete carpentry projects.
- Performs a variety of general semi-skilled maintenance, repair, and special project work as assigned.
- Oversees and directs the work of others in a lead capacity as assigned.
- Performs carpentry work in conformance with building and safety codes.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession Of:

- A valid and appropriate California Driver's License.

Knowledge Of:

- The general methods, procedures, equipment and tools related to carpentry work.
- Carpentry rules, codes, and regulations.

Ability To:

- Perform skilled rough and finish carpentry work. Perform semi-skilled maintenance work in several areas of the building trades.
- Read and interpret blueprints, sketches, and diagrams.
- Understand and carry out a variety of complex instructions.
- Safely use and operate a variety of hand tools, power tools, and other equipment used for building maintenance purposes.
- Quickly and effectively diagnose carpentry needs and take appropriate action to meet these needs.
- Effectively communicate in both oral and written forms.

Employment Standards (continued):

- Perform mathematical calculations using addition, subtraction, multiplication, and division.
- Plan, layout, and estimate carpentry costs.
- Oversee and direct the work of others in a lead capacity as assigned.
- Safely and effectively work on ladders, scaffolding, rigging, and roofs of varying heights.
- Meet the physical requirements necessary to safely and effectively perform the required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Three years of journeyman carpentry including cost estimation.
- High school graduate or equivalent and appropriate training.

Created 2/88