

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: MAINTENANCE WORKER III – CARPENTER

BASIC FUNCTION

Under direction of the Director of Maintenance, Operations, Facilities Development & Transportation, to perform skilled carpentry work in the alteration, repair, demolition and construction of equipment and structures; to perform semi-skilled and skilled tasks in other maintenance trade areas; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure and facilities, including locking and security systems, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Alters, repairs, inspects, demolishes and constructs articles and structures of wood, including partitions, counters, doors, window frames, scaffolds, forms, fences and gates
- Constructs and repairs furniture, equipment, and wooden fixtures
- Performs milling and finished cabinetwork
- Maintains and repairs the woodwork found in school facilities and buildings
- Lays and repairs floors and floor tiles and makes carpet patch repairs
- Builds closets, stairways, bookcases, shelving, audio/visual equipment and other mountings, signage, and other structures to utilize space and effect repairs and improvements to school facilities
- Fits and installs doors, windows, sashes, and screens
- Initiates repairs/modifications/upgrades to address potential or actual safety issues when observed and/or directed
- Operates saws, lathes, planers, shapers, joiners, sanders, band saws, and other woodworking equipment
- Sharpens, maintains, and services hand and machine tools and various woodworking equipment
- Performs glazing and roof repair functions
- Plans, organizes, and lays out assigned tasks
- Estimates labor and material costs
- Requisitions, orders and maintains an adequate inventory of supplies and materials
- Drives a service vehicle to and from work sites
- Coordinates, organizes and directs team- and project-related work activities of other maintenance personnel
- Operates a computer to research materials, find products needed, estimate costs and document activities and status of work orders
- Participates in various maintenance projects such as moving furniture and equipment, large setups or other activities (e.g., summer moves, new construction set up, special events) that may not involve Carpenter work
- Contacts vendors and obtains prices and services
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Coordinate, organize and direct the work of other maintenance personnel
- Operate safely and effectively a variety of tools (such as table saw, compound sliding meter saw, tile saw wet, skill saw, hammer drill, band saw, flex core wire feed welder, sanders, planers, etc.) and equipment (e.g., forklift, maintenance vehicle with lumber rack and storage compartments) utilized in the performance of duties including various types of hydraulic lifts and vehicles
- Perform various inspection, installation, maintenance, and repair activities

Knowledge of:

- Materials, tools, and procedures used to perform a variety of woodworking, glazing, and roof repair tasks
- Materials, tools, and procedures used in performing a variety of general building installation, repair and maintenance tasks
- Basic math and geometry utilized in carpentry and other maintenance trades
- Basic qualities and uses of woods and other related construction materials
- Building code requirements and the requirements of the State pertaining to school facility construction, maintenance, and repair
- Safe working methods and procedures

Ability to:

- Perform a variety of rough and finished carpentry, glazing, roof repair; and related maintenance activities including installation of student-created ceramic tile projects, flat screen monitors, ceiling mount projectors, emergency response board up following vandalism, installation of wood and steel doors
- Plan, organize, and lay out carpentry tasks and participate effectively as one of several members of a larger work team
- Understand and operate effectively and safely the appropriate equipment, machines and tools needed to accomplish task at hand
- Accurately estimate labor and material costs and communicate with site personnel to clarify nature, scope and actual need for requested project
- Work from blueprints, shop drawings, and sketches
- Maintain simple records and prepare complete and concise reports
- Understand and carry out oral and written directions
- Provide recommendations for developing projects and focus on efficient and accurate completion once decisions on project scope and scale are specified
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Acquire knowledge and skill to undertake new projects when need arises
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate

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- Suggest procedural improvements to superior as appropriate
- Handle difficult situations skillfully using good judgment
- Maintain high level of professionalism in clarifying the needs of customers and in keeping customer needs as a top priority
- Operate a computer to research products, availability of needed items, new information, complete and document work orders
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps and slopes, and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

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

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience as a journey level carpenter.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in woodworking, carpentry, and other related trade areas (such as through a union apprentice program or technical training).

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid Class C, or higher, California Motor Vehicle Operator's License to drive District-assigned vehicle

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.