



Our Children, Our Schools, Our Future!

Jurupa Unified School District

CARPENTER

DEFINITION

Under general direction to perform journey level carpentry work in the alteration, repair, and occasional new construction of equipment and structures; to assist in other maintenance areas as assigned; and to do other work as required. The classification is differentiated from others in the maintenance area in that it requires journey level skills in the alteration, repair, and construction of equipment and structures.

ESSENTIAL JOB FUNCTIONS

- Alters, repairs, or constructs articles and structures of wood such as partitions, counters, doors, window frames, sheds, scaffolds, forms, and fences.
- Makes and repairs school and office furniture, equipment, and wooden fixtures, performing mill and cabinet work as necessary.
- Maintains and repairs woodwork of buildings.
- Lays and repairs floors and roofs, including work with asphalt tile and other composition materials.
- Builds stairways, closets, cases, and shelving.
- Fits doors, windows and sashes.
- Operates planers, shapers, jointers, bandsaws, table saws, radial arm saws and other woodworking machinery.
- Sharpens hand tools and sees that tools and equipment are properly cared for;
- Installs doors, partitions, cabinets, and other pre-manufactured items.
- May do some cement and plaster work.
- Makes estimates of labor and materials costs for jobs requested.
- Keeps records and prepares reports concerning work done.
- Drives a service vehicle in performance of job duties.

OTHER JOB FUNCTIONS

- Assists as required in a variety of maintenance work throughout the District involving heavy labor and semi-skilled and skilled tasks.

LICENSE REQUIREMENT

Possession of a valid, appropriate California Driver's License.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard practices of the carpentry trade and the materials, tools and procedures used in both rough and finish carpentry, including the mill and cabinet work involved in making school equipment;
Applicable laws, codes, ordinances and regulations governing assigned work;
Safe practices in the operation of equipment and tools;
Basic math and record keeping;
Basic qualities of the various woods used for school plant purposes and their adaptability and uses in specific situations;
Uniform Building Code requirements pertaining to carpentry work.

CARPENTER

Ability to:

Perform journey level skilled carpentry work;
Understand and follow oral instructions;
Work with minimum supervision;
Use independent judgment in selecting proper maintenance and repair procedures;
Perform heavy manual labor;
Do the daily requirements of the job willingly;
Prepare and maintain records and reports;
Work accurately from drawings, sketches and blueprints;
Drive automotive equipment safely and in accordance with traffic laws;
Establish and maintain effective working relationships with others;
Read and understand handwritten or typed documents, instructions, the display screen or various equipment and machines, and blueprints and schematics;
Communicate effectively;
Stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Lift, carry, push and pull heavy objects;
Accomplish tasks at various elevated heights in a safe and effective manner;
Accomplish tasks in restricted spaces in a safe and effective manner;
Accomplish tasks with chemical agents in a safe and effective manner;
Demonstrate manual dexterity, and steadiness and stability of hand movement necessary to perform fine maintenance procedures in a safe and effective manner;
Operate both manual and power hand tools in a safe and effective manner;
Operate a variety of powered industrial or motor vehicles, equipment and tools associated with building repair, maintenance, preventive maintenance and construction trades in a safe and effective manner;
Maintain steady, regular attendance.

Education and Experience:

Any combination equivalent to one year of journey experience as a carpenter or four years of carpenter experience working in the alteration, repair and construction of equipment and structures.

NOTE: This type of experience and training background is indicative of the kind and level most likely to be successful and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities:

Adaptability and flexibility; mature attitude; good judgment; dependability; reliability; highly motivated.

Personnel Services
June 30, 2000

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.