

MAINTENANCE SPECIALIST – CARPENTER**DEFINITION**

Under direction, performs skilled trades work as a carpenter; alters, repairs and constructs equipment and structures; constructs and repairs articles made of wood, fiberboard and related materials; constructs and repairs walls, roofs, floors and fixtures; constructs furniture and cabinets; builds and sets forms for concrete work; performs semi-skilled duties related to other maintenance trade areas; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialist level, skilled maintenance class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class perform specialized duties as a carpenter. Incumbents utilize specialized skills that have generally been obtained through technical education and/or substantial on-the-job experience.

This class can be distinguished from the lower-level class of Maintenance Technician because incumbents in that class perform semi-skilled maintenance duties that often span multiple maintenance trade areas. It can be distinguished from higher-level Maintenance Lead classes because incumbents in those classes serve as lead workers by assigning, directing and monitoring the work of subordinate skilled and semi-skilled staff on a regular, project or assignment basis.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve nonroutine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time and/or part time employees on a project or assignment basis.

ESSENTIAL DUTIES

- Performs a variety of skilled carpentry work in the maintenance and repair of buildings, facilities, and fixtures.
- Alters, repairs, inspects and constructs articles and structures of wood, including partitions, counters, doors, window frames, scaffolds, forms and fences.
- Constructs and repairs furniture, equipment and wooden fixtures such as cabinets, countertops, desks, and shelves.
- Hangs drywall; performs taping and texturing and drywall repairs.
- Maintains and repairs the woodwork in District facilities and buildings.
- Lays and repairs floors and floor tiles.
- Builds closets, stairways, bookcases and shelving.
- Fits and installs doors, windows, sashes and screens.
- Operates saws, lathes, planers, shapers, joiners, sanders, and other woodworking equipment.
- Performs glazing and roof repair functions.
- Plans, organizes and lays out assigned tasks; estimates labor and material project costs.
- Monitors supply and equipment inventories and recommends/requisitions purchases.

- Maintains a variety of records including those related to preventive maintenance and service performed.
- Performs semi-skilled duties related to other maintenance trade areas.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of a High School diploma or GED.
- **Experience:** Two years performing semi- skilled duties as a carpenter.
- **Substitution:** Completion of an approved vocational training course in carpentry and/or woodworking techniques may substitute for one of the above-required years of experience.

Knowledge of:

- Skilled methods, techniques, supplies, materials, and equipment utilized in carpentry work pertaining to facility, building, and equipment maintenance, repair, and construction.
- Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of public facilities, office buildings, and equipment.
- Principles and procedures of routine preventive maintenance.
- Occupational hazards and standard safety practices.

Ability to:

- Drive a service vehicle to and from work sites.
- Operate a variety of manual and motorized tools.
- Accurately estimate time and material costs.
- Perform highly skilled and complex craft maintenance functions.
- Interpret blueprints, plans, drawings, schematics, and other data pertaining to the maintenance, repair, and construction of facilities, office buildings, and equipment.
- Maintain a data management, storage, and retrieval system.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

LICENSES AND CERTIFICATES:

- A valid license to drive in California is required.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.

- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

TYPICAL WORKING CONDITIONS

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

Class Adopted: 03/01/09

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