



<b>Position Title:</b>	Carpenter III	<b>Job Code:</b>	4233-06E
<b>Reports To:</b>	Building Services Specialist	<b>Job Group:</b>	SNE
<b>Department:</b>	Facilities Management	<b>Salary Grade:</b>	9
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Prospero Herrera/05-2006		
<b>Revised:</b>	Jennifer C. Brito/4-30-2009		

### **Summary:**

This is semi-skilled and skilled work in the installation, alteration, maintenance, and repair of the existing buildings. Carpenter III works under the guidance of a Carpenter IV and Building Services Specialist, or assignee and in accordance with the standard practices of the carpentry trade.

### **Essential Duties and Responsibilities:**

- Performs tasks by using the standard tools, materials, codes, methods, and safe practices of the carpentry trade.
- Operates power driven and manually operated equipment and tools.
- Installs restroom accessories, vinyl base boards, pictures, plaques, banners, dry erase boards.
- Repairs VCT, ceramic, Terracotta and carpet tiles, drywall, stucco and plaster finishes.
- Repairs acoustical ceiling tiles and grid system.
- Repairs cabinets, shelving, and other specialty items of similar nature.
- Prepares wood surfaces to receive paint, stain or other finishes.
- Performs other related tasks as instructed.

### **Knowledge, Skills and Abilities:**

- Knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to follow instructions relating to work assignments that may be oral or written and may be accompanied by sketches or blueprints.
- Ability to read, write and understand oral and written instructions.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent.
- A minimum of three (3) year experience in the carpentry trade, either as a trade helper (or equivalent) or as a participant in good standing in an acceptable formal training program.
- Must possess a valid driver’s license and be able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name