



Position Title:	Carpenter IV	Job Code:	4234-06E
Reports To:	Building Services Specialist	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	10
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-2006		
Revised:	Jennifer C. Brito/05-01-2009		

Summary:

This is advanced skilled work (journey person level) in the installing, altering, maintaining and repairing of millwork and rough and finish carpentry work. Carpenter IV performs skilled work independently under the guidance of a foreperson or other supervisory personnel 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.
- Oversees use of and operates power driven and manually operated equipment and tools.
- Installs restroom accessories, vinyl baseboards, pictures, plaques, banners, dry erase boards.
- Repairs VCT, ceramic, Terracotta and carpet tiles, repairs 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 and applies paint, stain or other dressings.
- Determines materials and equipment required; oversees their use, security and disposition; maintains records.
- Maintains records regarding materials, equipment, and job assignments.
- Directs work of the carpenter II.
- Ensures that assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.
- Stays current with codes and technological methods and advances of this trade.
- Reads and interpret blueprints.
- Performs other related tasks as instructed.

Knowledge, Skills and Abilities:

- Considerable knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.
- Knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job; and
- Ability to interpret technical data from sketches, blueprints, schematics, and service manuals.
- Ability to plan, assign, review, supervise and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to read, write and understand oral and written instructions.
- Must be able to use electronic mail, web based trouble report system, and PDA based C.M.M.S. software.
- 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 four (4) years diversified experience in the carpentry trade and two years experience as a journeyman or successful completion of 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