

## Napa Valley Unified School District

## Position Description

Position: Maintenance Specialist III - Carpenter	Position Number:
Department/Site:	FLSA: non-exempt
Reports to:	Salary Grade: 39

### **Summary**

Provides a variety of skilled construction, alteration, maintenance, and repair of facilities, and temporary buildings. Works primarily in carpentry, yet is fully qualified and capable of performing related work by contributing to the work of other skilled staff in their specialty.

### **Distinguishing Career Features**

The Maintenance Specialist III - Carpenter is a multi-skilled maintenance specialist, requiring journey level training, experience, and skills in rough and finish carpentry, cabinet making, and sufficient generalist competency in additional related trade areas to participate with and/or assist other trades in projects and assignments. Advancement potential exists to Maintenance Specialist IV based in meeting licensing and master-level skill criteria.

### **Essential Duties and Responsibilities**

#### **Carpentry**

- Performs a variety of journey-level rough and finish carpentry duties from beginning to end for repair, upgrade, and remodel projects.
- Constructs, fabricates, installs, repairs or replaces doors, door and cabinet hardware, closures, locksets, handles, walls, signs, desks, white or chalk boards, display cabinets, bulletin boards, counters, computer tables, chairs, benches, bleachers, tables, sheds, scaffolds, forms, frames, window frames, fences, and stairways.
- Builds partitions, counters, doors, scaffolds and forms; construct, assemble, install and repair cabinets, book cases, chairs, desks and tables.
- Performs rough framing duties by cutting, trimming, hanging and finishing doors, sliding doors, enclosures and overhangs. Constructs cement forms and pours, finishes, and inspects structures.
- Constructs, installs, and retrofits cabinets, shelves, and storage units. Constructs to specifications offering access people of all ages and disabilities.
- Performs a variety of preventive maintenance functions, including, but not limited to, inspection and repair of walls, floors, doors, ceilings, seals and roofing leaks.
- Constructs, installs, replaces, and repair doors and complete window frames, including those with electronic connections. May repair and seal window glass.
- Estimates and purchases materials based on work order estimates and material and safety needs.
- Accesses and retrieves work orders using an automated work order system. May enter

time and materials information associated with work performed on orders.

- Recommends standards and specifications for equipment, materials, and workmanship for work performed by staff and outside contractors.
- Operates a variety of carpentry equipment including, but not limited to, saws, routers, drills, sanders, planers, and hand tools.

#### **Skilled Maintenance and Related**

Participates with or assists other skilled maintenance specialists in at least the following areas, as needed, to assure safety, balance workload, and complete projects on a timely-basis: plumbing, painting, locksmith, sprinkler repair, and electrical.

- Maintains required records and makes reports. Prepares reports on work completed and materials used. Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Operates and may perform minor maintenance of equipment including light tractors, skip loaders, forklifts and other labor saving devices.
- May train and guide the work of other maintenance specialists.
- Maintains up-to-date knowledge of codes and skills in carpentry techniques and materials related to the duties and responsibilities.
- Performs other related duties as assigned that support the overall objective of the job.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in rough and finish carpentry plus basic-to-journey level skills in the other areas listed. Requires working knowledge of uniform building codes applicable to carpentry. Requires a working knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance. Requires knowledge of the assembly and operation of labor saving devices such as scaffolding and personnel and material handling equipment. Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention systems, elevators, and swimming pools. Requires knowledge of safe work practices and the safety orders of the California OSHA related to area of specialty. Requires sufficient math skills to make measurements and estimate costs. Requires sufficient communications skills to convey information to co-workers and contractors. Requires sufficient math skills to make measurements and estimate costs.

#### **▪ Abilities**

Requires the ability to perform journeyman carpentry work skillfully and in a timely manner and participate/assist in the work of other trades. Requires the ability to promptly respond to District emergencies. Requires the ability to operate vehicles and labor saving devices such as chain hoists and electric high-lift equipment, maintenance equipment, and hand and power tools used to perform construction, carpentry, electrical, and mechanical services. Requires the ability to perform welding and glazing. Requires the ability to read and interpret drawings, sketches, blueprints, schematics, and building and fire codes.

Requires the ability to maintain records and activity logs. Requires the ability to estimate materials and labor for assignments. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to complete projects on a timely basis and support special events. Requires the ability to complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School diploma or equivalent plus specialized training and 4 years of experience as a rough and finish carpenter with generalist experience in related trades such as plumbing, masonry, locksmith, or mechanical.

- **Licenses and Certificates**

Requires a valid Driver's License.

### **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.