

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Carpenter**

**Purpose Statement**

The job of Carpenter is done for the purpose/s of providing support to the educational process with specific responsibility for skilled carpentry services; identifying repair and/or replacement needs; installing, repairing, and fabricating new items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

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**Essential Functions**

- Analyzes blueprints, schematics, and drawings for the purpose of identifying location of new and existing systems (electrical, plumbing, HVAC, etc.) and determining the efficient installation of new construction and/or repairs.
- Builds a variety of items (e.g. door jams, counter tops, cabinets, shelving, moldings, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with supervisor and/or other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. classroom and office systems components, dropped ceilings, partitions, door frames/hardware, etc.) for the purpose of providing a safe and workable environment.
- Maintains shop area for the purpose of ensuring a clean and safe environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, service requests, construction cost estimates, reimbursements, etc.) for the purpose of documenting activities and/or conveying information.
- Remodels office and work space including partitions, paneling, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs a variety of furniture and fixtures for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Schedules job assignments for the purpose of prioritizing service requests concerning safety and/or security and ensuring completion of the projects in a timely manner.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity.

Generally the job requires 15% sitting, 20% walking, and 65% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience within a specialized field is required.

**Education** High school diploma or equivalent.

### **Equivalency**

### **Required Testing**

Pre-Employment Proficiency Test

### **Certificates**

Driver's License & Evidence of Insurability  
Journey Level Certificate, State of  
California Apprentice Program Certificate,  
or equivalent

Continuing Educ./Training

Maintain appropriate certificates/licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

June 11, 2019

Salary Range

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