

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: MAINTENANCE CARPENTER****BASIC FUNCTION:**

Under the direction of an administrator, perform skilled carpentry work in the alteration, repair, and construction of equipment and structures.

**ESSENTIAL DUTIES:**

- Perform skilled carpentry work in the alteration, repair, and construction of equipment and structures; assure compliance with established building, health and safety codes and standards.
- Alter, repair, inspect, install, and construct articles and structures.
- Repair walls, dry wall and wall paper;
- Assist with mold removal and repair roof leaks.
- Construction and installation of cabinetry, perform milling, and finish carpentry.
- Repair furniture and wooden fixtures; construct decks, ramps and stairs.
- Repair or replace playground items and surfacing; repair or replace bleachers.
- Repair or replace lunch tables, floor and ceiling tiles, siding and restroom partitions.
- Fits and installs doors and frames, windows, screens, locks, closures, and panic bars.
- Operate a variety of specialized equipment including saws, drills, sanders, routers and various hand and power tools.
- Maintain various records related to work orders and activities.
- Maintain shop and work areas in a safe, clean and orderly condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Methods, procedures, equipment and materials used in general maintenance and repair.

Perform skilled carpentry work in the maintenance, repair, and construction, alteration, forming, framing and finishing of buildings, furniture and facilities.

Building codes related to the carpentry trade.

Operate and maintain tools, equipment and machinery.

Proper methods of storing equipment, materials and supplies.

Technical aspects of the carpentry trade.

Appropriate safety precautions and procedures.

Accurate record-keeping techniques.

Read and work from plans, drawings, blueprints and specifications.

Appropriate safety precautions and procedures.

Interpersonal skills using tact, patience and courtesy.

Communicate effectively both orally and in writing.

Basic computer skills.

Proper lifting techniques.

Accurate record-keeping techniques.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and completion of an approved apprenticeship program in the carpentry trade or two (2) years of journey-level experience in carpentry.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS/HAZARDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.

Hear and speak to exchange information.

See to read and perform carpentry functions.

Carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Climb ladders and working from heights.

Stand and walk for extended periods of time.

Exposure to chemicals, fumes, dust, dirt and oil/grease.

Work around and with machinery having moving parts.