



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 23-2023/24  
DOCUMENT NO. 15-2023/24  
DATED: 09/20/2023

**MAINTENANCE TRADESPERSON - CARPENTER**

**DEPARTMENT/SITE:** Maintenance & Operations

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 44

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Supervisor - Maintenance

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Supervisor - Maintenance, the Maintenance Tradesperson - Carpenter provides maintenance services with specific responsibility for ensuring the completion of carpentry projects; and performs support as required in other skilled maintenance activities (e.g., plumbing, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class perform at the journey level in a lead role in the carpentry trade and provide leadership to the lower-level Maintenance Journeyperson classification, which may also provide assistance on large-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Constructs, alters, and repairs structures related to floors, ceilings, roofs, stairways, doors, windows, modular cabinets, shelving, and finishes carpentry components by using various materials (e.g., wood, fiberboard, gypsum board, mineral tile, metals).
- Repairs school and office furniture and wooden fixtures.
- Maintains and repairs woodwork of buildings.
- Builds and sets forms for concrete construction.
- Measures, saws, and installs sheathing for walls and roofs.
- Covers sheathing with building paper and applies sidings.
- Saws, fits and erects exterior and interior trim.
- Installs locks and other building hardware.
- May assist in preparing material lists, estimating job costs, preparing job records, and making surveys of carpentry needs.
- Installs a wide variety of materials (e.g., carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, and masonry) to provide enhancements and/or upgrades.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains vehicle, tools, and equipment to ensure their availability in safe operating conditions.
- Oversees outside contractors to ensure the completion of projects in a timely manner and according

to specifications.

- Participates in educational seminars and meetings to maintain and upgrade job knowledge and skills and for safety training.
- Performs a variety of trade-specific functions (e.g., plumbing, painting, HVAC, carpentry, electrical) to complete projects within established time frames.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Repairs facilities, equipment, and systems to ensure they are in a safe working condition.
- Transports a variety of tools, equipment, and supplies to the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Methods, practices, equipment, and tools used in the carpentry, cabinet-making, building, and construction trades
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic math
- English usage, grammar, punctuation

### **Skills and Abilities to:**

- Use hand and power tools skillfully and safely
- Operate a variety of equipment and machinery, such as various saws, planes, welding torches, drill presses, sanders, jackhammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records

## **RESPONSIBILITY:**

Responsibilities include working under general supervision using standardized routines; leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of

this experience performing carpenter trade-specific journey person level work.

**LICENSE(S) REQUIRED:**

- Valid, current Class C California Driver's License to drive to various district sites and transport equipment and materials.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam C through the District's provider at the District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations.)*

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drive vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents, and computer screen