

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**CARPENTER**

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**Purpose Statement:**

The job of Carpenter is done for the purpose/s of completing construction projects safely and within established time frame; ensuring efficient and safe utilization of space; producing required cabinetry and furnishings; and ensuring adequate materials are available to complete assignments in a timely manner. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction & Building Services

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**Essential Functions**

- Builds a wide variety of furniture items (e.g. counter tops, computer tables, cabinets, storage units, ramps, partitions, closets, cases, shelving, etc.) for the purpose of producing required cabinetry and furnishings.
- Coordinates work activities with district, school site and other trades for the purpose of completing projects/work orders efficiently.
- Installs variety of built items and/ or construction materials (e.g. cabinets, ceiling, locks, storage units, partitions doors, bulletin boards, etc.) for the purpose of completing projects/work orders within established time frames.
- Maintains job related equipment (e.g. shop equipment, hand and power tools, etc.) for the purpose of ensuring the availability and proper functioning of equipment required to perform job functions.
- Prepares various written documents (e.g. estimates, drawings, requisitions, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures materials for specific work orders/projects (e.g. orders, purchases, requisitions, etc.) for the purpose of ensuring the availability of materials required to complete work assignment.
- Remodels office and work space (e.g. partitions, paneling, walls, doorways, etc.) for the purpose of providing for the efficient utilization of space and addressing cosmetic and/or safety concerns.
- Repairs furniture, floor plates, locks, cabinets, ceilings, walls, fences, ramps, sheds, stairways, athletic devices, etc. for the purpose of providing for the safe and efficient utilization of work areas.
- Responds to emergency situations and/or identified potentially hazardous conditions for the purpose of resolving immediate safety concerns.
- Transports work equipment and materials required for assigned project for the purpose of providing materials at job site as require to complete tasks.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

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

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: use and maintenance of job related tools and equipment; safety practices and procedures; standard carpentry practices; reading blueprints and drawings; and the Uniform Building Code.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising 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.

**Working Environment**

The usual and customary methods of performing the job's 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 10% sitting, 45% walking, and 45% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

Valid California Drivers License

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit I 51