



POSITION DESCRIPTION

Department: Facility Services

Working Title: Carpenter

Job Code: 6476

Time Base: 1.0

Position Number: 00002767

Union / Unit (if applicable): State Employees Trades Council (SETC) / Unit 6

Position Reports To: Facilities Manager

Classification: Carpenter

Range Code: 1

Exempt or Non-Exempt: Non-Exempt

Last Update: 6-23-2021

PURPOSE OF POSITION:

Under general supervision, the incumbent is responsible for the full range of rough and finished skilled carpentry work.

MAJOR RESPONSIBILITIES:

	<u>%OF TIME</u>
1. Install, Repair, and Build Internal/External Structures	60%
2. Make and Interpret Plans and Blueprints, Provide Expertise, and Maintain Work Environment	20%
3. Reconfigure, Install and Repair Modular Systems and Components	10%
4. Administrative Functions and Customer Service	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- 1. Install, Repair, and Build Internal/External Structures**
 - a. Builds, remodels, maintains, and repairs various types of facilities buildings, offices, classrooms, restrooms, sheds, scaffolds, forms frames, fences, and other structures
 - b. Builds steel stud walls
 - c. Installs and repairs dry wall, ceiling and floor tiles, and roofs
 - d. Makes cabinets, counters, shelves, benches, partitions, floors, door and window frames
 - e. Hangs doors and installs windows
 - f. Assist in setting concrete forms for flat work
 - g. Perform preventative maintenance on building structure and components
- 2. Makes and Interprets Plans and Blueprints, Provides Expertise, and Maintains Work Environment**
 - a. Works from blueprints, specifications, drawings, and instructions to accomplish carpentry work
 - b. Makes rough sketches of repair work
 - c. Estimates cost, time and materials for in-house campus projects
 - d. Reviews completed work for conformance with specifications, requirements, and compliance with applicable building and safety codes and regulations
 - e. Reviews and provides input on new construction drawing and specifications
 - f. Provides advice on the selection and storage of building material
 - g. Consults and works with other trades
 - h. Provides instruction to unskilled and semi-skilled assistants
 - i. Participates in the maintenance and operation of the carpentry shop and service center
 - j. Cleans, maintains and services tools and equipment used in the performance of duties
 - k. Performs all work in accordance with established safety procedures
 - l. Maintains a safe and clean work environment
- 3. Reconfigure, Install and Repair Modular Systems and Components**
 - a. Lays out, designs, and places modular systems and components in designs which are consistent with university standards, meet safety and ADA requirements, and maximize space utilization
 - b. Repairs and adjusts modular systems and components as required
- 4. Administrative Functions and Customer Service**
 - a. Maintains records and retrieves data related to the computerized work-control system
 - b. Works with Facilities Work Control Center on work requests
 - c. Attends meetings
 - d. Prepares standard reports

- e. Additional related duties may be assigned by management
- f. Maintain consistent and courteous customer service

PROVIDES LEAD DIRECTION OF OTHERS:

N/A

REQUIREMENTS OF POSITION:

- 1. List education and experience required**
 - a. A combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through the completion of a carpenter’s apprenticeship program
 - b. Requires valid CA driver’s license.
 - c. Must successfully meet and pass a pre-employment medical examination and drug screen
- 2. Preferences**
 - a. Experience in an academic setting
- 3. List knowledge, skills, and abilities required for this position**
 - a. Thorough knowledge of methods, materials, tools, and equipment used in both rough and finished carpentry, various types of grades of lumber, hand and power carpentry tools, and applicable state safety codes and regulations pertaining to the carpentry trade, including the Safety Orders of the Division of Industrial Safety for the State of California and the California State Building Codes
 - b. Demonstrated ability to build, install and repair structural woodwork, flooring, ceilings and cabinetry
 - c. Demonstrated ability to operate and maintain hand and power carpentry tools
 - d. Demonstrated ability to read, interpret, and work from blueprints, plans, drawings, and specifications
 - e. Demonstrated ability to recognize and select appropriate lumber types and grades
 - f. Demonstrated ability to make rough sketches
 - g. Demonstrated ability to estimate the cost, time and materials of carpentry projects
 - h. Demonstrated ability to maintain records and retrieve data related to work performed using manual and/or computerized record keeping systems
 - i. Demonstrated ability to prepare standard reports
 - j. Demonstrated ability to read and write at a level appropriate to the position
 - k. Demonstrated ability to perform mathematical calculations as required by the position
 - l. Demonstrated ability to analyze and respond appropriately to emergency situations
- 4. List machines, tools, equipment, and motor vehicles used in the performance of the duties**
 - a. Computer, hand tools, power tools, ladders, lifts, power saws and other trade-related equipment
- 5. Unique working conditions**
 - a. May involve exposure to hazardous materials such as lead and asbestos
 - b. Must be able to work different shifts, as deemed operationally necessary or alternate schedule
 - c. May require extended periods of standing, stooping, and reaching to maintain equipment or complete repairs
- 6. Other Employment Requirements**
 - a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
 - b. Must successfully meet and pass a pre-employment medical examination and drug screen
 - c. Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and CSU’s Sexual Misconduct Prevention Program

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Facility Services Staff	Coordinate daily jobs and workflow, inspect work and provide feedback	Daily
Contractors	Review contracts and performance	Daily
Campus Community	Ensure customer service standards are met	Daily
Risk, Safety & Sustainability	Department business, policies/procedures and emergency issues	As needed
University Police	Department business, safety and emergency issues	As needed
Outside Vendors	To obtain information regarding various materials cost and specifications	As needed

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee daily.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting					X
2. Standing					X
3. Walking					X
4. Bending Over					X
5. Crawling					X
6. Climbing					X
7. Reaching overhead					X
8. Crouching					X
9. Kneeling					X
10. Balancing					X
11. Pushing or pulling					X

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					X
A. 10 lbs or less					X
B. 11 to 25 lbs					X
C. 26 to 50 lbs			X		
D. 51 to 75 lbs		X			
E. 76 to 100 lbs		X			
F. Over 100 lbs					
13. Repetitive use of hands/arms					X
14. Repetitive use of legs					X
15. Eye/hand coordination					X

Yes No

X	
X	
X	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Directing others					X
2. Writing		X			
3. Using math/calculations		X			
4. Talking					X
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names					X
8. Remembering details					X
9. Making decisions					X
10. Working rapidly					X
11. Examining/observing details					X
12. Discriminating colors					X

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside					X
3. Humid					X
4. Hazards					X
5. High places					X
6. Hot					X
7. Cold					X
8. Dry					X
9. Wet					X
10. Change of temp					X
11. Dirty					X
12. Dusty					X
13. Odors					X
14. Noisy					X
15. Working w/others					X
16. Working around others					X
17. Working alone					X

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____