

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Carpenter	Range:	41
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing skilled carpentry work in the alteration, repair and construction of District facilities and related equipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs carpentry work such as installing or replacing cabinets, counter tops, cabinet doors and paneling.
2.	Performs rough carpentry for new and repair work; repairs walls, floors, roofs and other damaged structures; hangs and repairs doors.
3.	Builds partitions; constructs walls using paneling and other decorative materials; replaces and repairs partitions, ceilings, broken tiles and other items; repairs, constructs and installs ceiling, floor and ceramic tile.
4.	Performs mill and cabinetry work such as constructing and installing cabinets, bookshelves, bulletin boards and blackboards.
5.	Prepares drawings and sketches of construction and repairs projects; estimates cost and assures that the material is available to meet repair requirements; maintains records of materials used.
6.	Assists in performing other skilled maintenance duties as assigned such as pouring and finishing cement and constructing signs.
7.	Repairs furniture, equipment and wooden fixtures; constructs closets, cases and shelving; fastens tables and chairs to floor.
8.	Operates saws, lathes, planers, shapers, joiners, sanders and other wood working machinery and forklifts; maintains and services tools and equipment.
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Carpenter maintains frequent contact with various departments and personnel, and outside vendors and contractors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Any combination of training and experience equivalent to five (5) years in the trade including one (1) year of journey level experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of equipment utilized in the carpentry trade

Knowledge of materials, tools, shop math and procedures used in performing rough and finished carpentry

Knowledge of basic qualities and uses of various woods and other construction materials

Knowledge of repair methods for furniture and tile

Knowledge of health and safety regulations

Knowledge of technical aspects of field of specialty

Ability to utilize carpentry tools and machines

Ability to plan and lay out carpentry work, including estimating labor and material cost

Ability to work from blueprints, rough drawings and sketches

Ability to make arithmetic calculations quickly and accurately

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Indoor and outdoor environment; subject to working around sawdust and subject to adverse weather conditions; work involves lifting (up to 70 lbs. unassisted), carrying, pushing, pulling, working on ladders, lifts and scaffolds; exposure to hazardous materials.
