

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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.	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.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent

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

**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

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**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.

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