

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Senior Carpenter/Cabinetmaker	<b>REPORTS TO:</b>	Construction Projects Program Supervisor
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OSS
<b>REVISED:</b>	November 10, 2015		

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**BASIC FUNCTION:**

Operate and safely maintain a production woodworking mill; lead and participate in the work of journey-level carpenters and helpers in the fabrication and repair of cabinets, plastic laminate surfaces, furniture, and district equipment; perform highly technical and precise mill and carpentry work; provide leadership, training, and direction to assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Plan, estimate, and schedule carpentry mill work required in constructing, repairing, and maintaining buildings, furniture, cabinets, and other equipment. **E**

Make sketches, cut sheets, and story poles to assist fabrication. **E**

Visit sites to determine or verify repair or maintenance needs. **E**

Organize and establish priorities for emergency, urgent, and routine job order requests. **E**

Assist with the coordination of projects with other departments and district staff; schedule maintenance work to minimize disruptions to classroom activities. **E**

Safely operate and maintain table saws, band saws, panel saws, surface sanders, thickness planers, radial arm saws, edge banders, doweling machines, and other equipment used in a cabinet shop. **E**

Perform regular carpenter duties; implement and enforce safety regulations and practices. **E**

Train and direct the work of assigned staff; conduct regular safety and training meetings. **E**

Maintain records to account for labor, materials, tools, and equipment; track job costs and take necessary action to prevent overspending. **E**

Attend training seminars and courses to keep current in leadership skills and in the latest techniques and technology in the construction/maintenance industry. **E**

Drive a vehicle. **E**

Implement approved policies and procedures for the Maintenance and Operations Department, Maintenance Unit, and Planned Projects Program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training or experience equivalent to a recognized apprenticeship or other formal training program in carpentry and cabinetmaking and two years of recent, full-time paid journey-level experience including leadership experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Possession of hand tools common to the trade.

Incumbents in this job class may be required to have available and operate a personal vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510 (Transportation expense and vehicle allowance provided.)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws and codes.

Safety methods and practices.

The various tools, equipment, materials, and methods common to the construction trades.

Reading and writing English communication skills.

**ABILITY TO:**

Operate and safely maintain a production woodworking mill.

Perform highly technical and precise mill and carpentry work.

Plan, estimate, and schedule carpentry mill work required in constructing, repairing, and maintaining buildings, furniture, cabinets, and other equipment.

Provide leadership, training, and direction to assigned staff.

Accurately estimate labor and material costs.

Read and interpret plans and specifications.

Design sketches and layouts.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings; working with tools and equipment.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

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Job Code 8044

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