

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Skilled Trades Helper (Carpenter)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	036 OSS
<b>REVISED:</b>	August 28, 2002		

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**BASIC FUNCTION:**

Assist a journey level carpenter by performing semi-skilled and routine duties in the construction, maintenance, and repair of district buildings and other structures.

**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**

Assist carpenters by erecting and dismantling buildings and other structures. **E**

Hang doors and install hardware. **E**

Use power and hand tools appropriate to the trade. **E**

Drives a truck. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school and two years of recent experience in general construction, maintenance, and repair work, or as a helper to a journey level carpenter.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Construction, maintenance, and repair.  
Materials, methods, and safety practices used in carpentry work.  
Reading and writing English communication skills.

**ABILITY TO:**

Operate power and hand tools and other equipment common to the trade.  
Drive a truck with trailer.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor or outdoor setting.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, 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 tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting heavy objects.

Job Code 8295

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