

ORANGE UNIFIED SCHOOL DISTRICT

MAINTENANCE SPECIALIST/CARPENTRY

DEFINITION

Under general supervision - performs skilled repair, maintenance and servicing in the construction trades with a special emphasis on carpentry; and performs related duties and responsibilities.

Representative Duties

Alters, repairs or constructs articles and structures of wood; makes, repairs and applies finish to school and office furniture, equipment, cabinets and wooden fixtures; maintains and repair woodwork of buildings; fits doors, windows, sashes and screens; repairs and installs floor tiles; repairs and patches roofs; performs maintenance and repair to plaster and masonry walls; operates shop equipment; uses hand and power tools; sharpens hand tools and sees that tools and equipment are properly cared for; keeps records; requisitions needed supplies; follows blueprints or prepares working sketches and drawings as necessary to this work; maintains inventory of spare parts and supplies; maintains and files records; instructs others in the use, maintenance and repair of all related equipment.

Organizational Responsibilities

Positions in this class report to the Maintenance Manager of a Senior position, and are responsible for proper and safe completion of construction trade repairs, maintenance and serving assigned.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience - Equivalent to:

Two years of journeyman level experience in the construction trades with demonstrated experience in carpentry.

Knowledge and Abilities

Thorough knowledge of: standard practices of the carpentry trade, materials, tools and procedures used in carpentry; uniform building codes requirements pertaining to the carpentry trade, safe working methods and procedures.

Ability to: use carpentry tools and equipment safely and skillfully; erect and work from riggings and scaffolding; work from blueprints and prepare working sketches; supervise and inspect work of others; understand and follow oral and written instructions; maintain records.

Licenses

A valid California Mother Vehicle Operator's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

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Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend; Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Incumbents may be required to work in dust laden air;

Incumbents may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus;

Incumbents may be required to work within enclosed spaces or at heights above ground level.