



POSITION DESCRIPTION

Department:	Facilities Operations
Classification Title:	Carpenter
Working Title:	Carpenter
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under general supervision of the Facilities Maintenance Manager for Architectural Trades, the Carpenter performs the full range of skilled journey-level carpentry and related work. In addition, the Carpenter may provide instruction and lead direction to unskilled and semi-skilled assistants. The purpose of the position is to provide maintenance and repair services for campus buildings as they relate to the carpentry and maintenance trade.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Daily

90%

- Work from blueprints, specifications, drawings and instructions to build, remodel, maintain and repair various types of facilities, buildings, offices, classrooms, restrooms, sheds, scaffolds, forms, frames, fences and other structures.
- Install, build and repair internal and external structures, modular furniture, dry wall, ceiling and floor tiles, and roofs.
- Rough Carpentry, Finish Carpentry, Door installation, Roof repairs (all types) flooring repairs (all types) and window installation / replacement / repair.
- Hang doors and install windows, and assist in making concrete molds and structures.
- Make rough sketches of repair work.
- Advise in the selection and storage of building materials.
- Inspect completed work, including work performed by contractors, for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations.

- Estimate cost, time and materials for carpentry projects.
- Participate in the maintenance and operations of carpentry shop including cleaning, maintaining and servicing of tools and equipment used in the performance of duties.
- Perform all work in accordance with established safety procedures.
- Maintain records, retrieve data and prepare standard reports related to work performed using manual and computerized record-keeping systems.
- May coordinate the work of other skilled crafts workers.

OTHER JOB FUNCTIONS

Daily

10%

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through the completion of a carpenter's apprenticeship program.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of a valid driver's license or the ability to obtain by date of hire. This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training as well as the ability to wear respiratory protection.

REQUIRED QUALIFICATIONS (SKAs):

- Thorough knowledge of methods, materials, tools and equipment used in both rough and finished carpentry, various types and grades of lumber, and hand and power carpentry tools.
- Thorough knowledge of applicable state safety codes and regulations pertaining to the carpentry trade, including the Safety Orders of the Division of Industrial Safety for the State of California and California State Building Codes.
- Ability to build, install and repair structural woodwork, flooring, ceilings and cabinetry.
- Ability to operate and maintain hand and power carpentry tools necessary to perform skilled carpentry work.
- Ability to recognize and select appropriate lumber types and grades.
- Ability to read, interpret and work from blueprints, plans, drawings and specifications; make rough sketches; accurately estimate the costs, supplies, time, and materials needed for jobs; implement designs and customer expectations in a cost effective manner, and ensure work is performed in sequence.
- Ability to maintain accurate records, retrieve data and prepare standard reports using manual and computerized record-keeping systems.
- Ability to provide instruction to unskilled and semi-skilled assistants.
- Ability to analyze and respond appropriately to emergency situations.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures including maintaining a high degree of confidentiality.
- Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic calculations at a level appropriate for the position.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.

PREFERRED QUALIFICATIONS:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SPECIAL CONDITIONS:

- Ability to work on and climb ladders/stairs, work in confined and high spaces, carry up to 75 lbs., and squat, kneel and crawl.
 - Ability to work in a bucket truck or other high lift equipment.
 - Must be willing to travel and attend training programs off-site for occasional professional development.
 - Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
 - The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
 - Must be able to successfully pass a pre-employment background/fingerprint check.
 - A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.
- This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#:		REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:		<input type="checkbox"/> Update Review for File	Classification Title: Carpenter
FTE:		<input type="checkbox"/> Classification Review	Class Code/Range: 6476
<input type="checkbox"/> Permanent		<input type="checkbox"/> New Position Recruitment	CBID: R06
<input type="checkbox"/> Temporary		<input type="checkbox"/> Replacement Recruitment	MPP Job Code:
<input type="checkbox"/> COI Position			Classifier Initials: AT
Recruitment Number:			Date: 4/22/2024