

## ORANGE UNIFIED SCHOOL DISTRICT

### SENIOR MAINTENANCE SPECIALIST/CARPENTRY

#### **DEFINITION**

Under general supervision - performs more complex technical and skilled repair, maintenance and servicing in the construction trades with a special emphasis on carpentry. Exercises leadership over skilled workers and helper classes; and performs related duties and responsibilities as required.

#### **Representative Duties**

Takes responsibility for and performs more complex technical and skilled assignments in the carpentry trade.

Lays out, assigns, supervises and inspects the work of other journeyman carpenters and helpers engaged in the alteration, repair and modification of building structures and apertures; 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 repairs woodwork on 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; estimates the cost of labor and materials for job orders; requisitions needed supplies; follows blueprints or prepares working sketches and drawings as necessary; maintains inventory of spare parts and supplies; maintains records and files; instructs other in the use, maintenance and repair of all related equipment.

#### **Organizational Responsibilities**

Senior positions in this class report to the Maintenance Manager. Exercises senior status, oversees and coordinates work assignments, estimates cost and materials, assists workers in performance of their duties.

#### **ENTRANCE QUALIFICATIONS GUILDE**

##### **Training and Experience** - Equivalent to:

Three years of journeyman level experience in the construction trades with demonstrated expertise in carpentry, including one year of leadership experience or similar role. Completion of an approved technical school, or trade school courses in carpentry may be substituted for one year of required experience.

##### **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; job cost estimating, cost control methods and record keeping, 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.

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**Licenses and Other Requirements**

A valid California Motor 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.

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.