

Position: Maintenance Specialist III, Master Carpenter	Position Number:
Department: Maintenance	FSLA: Non-exempt
Reports to:	Salary Grade: 119

Summary

Provides highly skilled carpentry work in the maintenance, alteration and repair of facilities and buildings and the construction of cabinets and furniture. Works primarily in this single area of, yet is fully qualified and capable of performing related work at this level of skill (e.g., plumbing, electrical, automotive, and energy management.)

Essential Duties and Responsibilities

- Inspects, repairs, fabricates, installs, services and maintains facilities and buildings of the District. Prepares rough sketches of work and estimates of materials and labor.
- Performs a variety of skilled carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, buildings, sheds, scaffolds, forms, frames, window frames, fences and stairways. Constructs temporary and permanent buildings and structures. Leads and provides training for a small crew on specific assignments.
- Determines priorities for requisitioning materials and supplies. Keeps tools and equipment in good condition.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Inspects repairs and re-roofing performed by outside contractors. Designs and makes changes in existing roof details. Writes re-roofing specifications. Performs preventive maintenance of district roofs. Makes and keeps repair records and photo files on all major repairs and re-roofing.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Performs rough and finish carpentry required for construction of rooms, cabinets, work stations, tables, desks, and display shelves.
- Reads and interprets blueprints, maps, schematic wiring diagrams and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Operates and performs minor maintenance of light equipment including light tractors, skip loaders, forklift and other labor saving devices.
- May lead and instruct a small team of lower level maintenance specialists or helpers.
- Provides support to Plumbing, Automotive, Electrical, Wastewater, and HVAC areas as

needed. May perform the duties of Maintenance Specialist on an intermittent basis depending on need.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's area of specialization. Requires a thorough knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty. Must have leadership skills sufficient to guide a small crew of maintenance staff.

▪ Abilities

Requires the ability to perform the essential duties in the area of specialization at the master or senior-level. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to plan for materials and labor, schedule projects, and guide the activities of others to attain high quality and efficiency in work. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties. Requires the ability to work variable schedules to facilitate efficient project completion and special events.

▪ Physical Abilities

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a regular basis. Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

▪ Education and Experience

The position requires a High School diploma or equivalent plus specialized training in carpentry through a formal apprenticeship or vocational college. Requires a minimum of 4 years of experience at the journey level performing structural and finish carpentry and cabinetry.

▪ Licenses and Certificates

A valid driver's license and journeyman's card or equivalent professional certification.