



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CARPENTER, FOREPERSON
REPORTS TO: Maintenance and Operations Officer **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 257 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: May 12, 2015

JOB SUMMARY:

Under general supervision by Maintenance and Operations Officer, perform journey level rough and finished carpentry work in the repair, construction, and alteration of school buildings; perform skilled glazing work; install and replace glass and screening; train new employees, assign work tasks, and oversee completion of carpentry work in a lead capacity; participate in evaluating the performance of carpenters; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class have lead responsibility for assigning work tasks to a work crew, inspecting completed work, and training new workers. In addition, lead workers are expected to perform the full range of duties assigned to Carpenters. Employees in this class are expected to use initiative to set work priorities, schedule tasks, and respond to special requests for carpentry services.

ESSENTIAL FUNCTIONS:

1. Perform general and specialized construction and remodeling of District buildings and structures; repair or replace walls, floors, and roofs; build frames and forms; install foundations, ramps and skirting of portable classrooms and trailers, repair and fabricate furniture shelving (office and classroom).
2. Build/repair cabinets and counters, windows/related framing; and hang doors and jams, counters, partitions, shelving, bollards, sport enclosures and related structures (examples – bullpens, dug outs, goal posts, bleachers), scaffolds.
3. Make and erect forms, pour concrete; sand, patch and plaster surfaces and prepare surfaces for painting. Repair streets and walkways with asphalt or other required materials.
4. Repair or construct articles (including partitions, counters, doors, window frames; scaffolds, shelving, and fences, and etc.) and structures.
5. Prepare lumber stock according to design specifications and match material for color, grain and texture, and proper use for job requirement.
6. Operate and care of various power tools (examples - saws, wood lathes, planers, shapers, drills, and other woodworking equipment, operate electric welding equipment.
7. Prepare work orders estimates of time and materials; make sketches of proposed jobs, and provide scope of work or project time lines.
8. Lead a crew of Carpenters; assign tasks and inspect work upon completion; train new workers, work on the most complex carpentry jobs; ensure daily work assignments and special projects are completed satisfactorily.
9. Communicate with school site manager to review works plans, assess priorities, and solve minor employee relations problems involving carpentry workers.
10. May install equipment after completing repair or building job.
11. Proper use of Personal Protective Equipment (PPE) pertinent to the job.
12. Installation of prefab items as needed.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties 1-12 with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- High School Diploma or equivalent, plus completion of an accredited apprenticeship in Carpentry.
- Four (4) years of experience performing journey level carpentry and glazier work including one year experience in a lead capacity, is desirable.

KNOWLEDGE OF:

- Methods, materials and equipment used in carpentry, painting, and glazing trades.
- Qualities of various woods and materials and their adaptability and use in specific building situation.
- City, county and state building codes pertinent to general construction and school buildings in compliance to UBC – Uniform Building Code, UFC, NFPA, and CAL/OSHA.
- Work hazards and safety practices associated with the building and safety trades.
- General principles of employee supervision.
- Proficient in word, excel and email.

ABILITY TO:

- Apply methods, and use materials and equipment needed in carpentry, painting, and glazing trades.
- Interpret and work from sketches, drawings, and blueprints.
- Make arithmetic computations to measure and estimate materials requirements.
- Prepare rough sketches and cost estimates of needed work.
- Work safely on ladders, scaffolds, railings and roofs of varying heights.
- Set work priorities and work independently.
- Speak, read and write in English.
- Evaluate situations and use good judgment in taking action.
- Demonstrate proper work methods and evaluate work performance.
- Manage several tasks simultaneously.
- Respond appropriately to work requests placed by school site administrators.
- Ability to define job scope if work in in-house or out source.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Understand and carry out oral and written instructions.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests provided by the trainer to ensure knowledge retention.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to dust and odors.
- Working at various heights.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to tolerate moderate to high noise level that is customary in carpentry work.
- Ability to read blueprints, tape measures, measuring devices, area laser, and other printed material.
- Ability to hear conversation and to hear sounds from machines and equipment.
- Physical stamina sufficient to reach, bend, stoop, extend, climb on ladders, and crawl in small places.
- Strength sufficient to lift and carry objects and equipment weighing up to 50 lbs., and move up to 200 lbs. using a dolly or hand truck.
- Move and operate lifts and scale folding.
- Ability to work in a fast paced environment
- Ability to multitask in a busy environment

LICENSES AND CERTIFICATES/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Obtain and hold any valid credentials or licenses that are required to perform carpentry on a school site or in the state of California.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.