

SAN CARLOS SCHOOL DISTRICT

MAINTENANCE PAINTER/CARPENTER

BASIC FUNCTION:

Under general supervision, performs journey-level rough and finish carpentry work in the alteration, renovation and repair of District facilities; install, adjust and modify building hardware. Performs a variety of journey-level work in the preparation of surfaces for painting and the mixing and application of paints or other surface coatings; schedule, plan, estimate and order materials for assigned projects. Duties are primarily performed at the “expert” level in area of specialization, but will also perform support duties in other trades as required. Requires strong communication skills to discuss complex technical information.

ESSENTIAL DUTIES:

- Perform skilled rough and finish carpentry work in the alteration, renovation, repair and construction of District facilities; perform alterations, repairs articles and structures of wood, fiberboard and related material.
- Repair walls, shelves and furniture.
- Order materials on a job by job basis; maintain work and material records.
- Perform necessary milling, staining and finishing work.
- Install, adjust and modify building hardware; repair or replace door closures and other related items.
- Maintain and repair woodwork of buildings; fit doors, window, sashes and screens; install partitions and ceiling tiles.
- Operate planers, shapers, joiners, sanders and other woodworking equipment; operate a District vehicle and related equipment; maintain equipment, tools and work area in a safe, clean and orderly manner.
- Perform building assessments to determine causes of dry rot, moisture and other deteriorating conditions.
- Match materials for color, grain or texture, cut fit, and hang doors, windows, sashes and screens.
- Perform a variety of journey-level work in the preparation of surfaces for painting and the mixing and application of paints or other surface coatings, plan and prioritize work.
- Prepare a variety of surfaces such as wood, concrete, metal, glass and plaster for surface coverings; operate appropriate equipment and tools for removing paint or graffiti, patching holes or roughing slick surfaces as necessary; clean and maintain brushes, tools and other equipment; operate and maintain water and sand blasters, spray guns, striping machines, saws and related equipment.
- Prepare estimates including time and materials; determine priorities and schedule work in accordance with established specifications; assure appropriate supplies, tools and materials for assigned work projects.
- Utilize brush, roller or spray gun to apply a variety of surface coverings such as paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes.
- Refinish or repaint wood, metal furniture, fences, vehicles or other equipment; apply primers, undercoats and finish coats as needed.
- Plan, organize and layout assigned tasks; maintain routine records; monitor and maintain inventory; order and obtain supplies and materials as needed.
- Erect, move and work from ladders, scaffolding and platforms.
- Replace broken window with acrylic panels.
- Repairs, installs, and adjusts door closers, lubricating locks and door hinges.
- Performs locksmith functions to repair locks, re-key locks, makes new keys, and assists in building security.
- Is present on a daily basis to perform duties assigned.
- Perform other duties as assigned.
- Inspect & document elevators and lifts.
- Inspect and document district wide AED units
- Assist with facility and event set-ups
- Assist with moving of large heavy equipment and supplies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, equipment, tools and materials of skilled rough and finish carpentry work.
- Building and safety codes and regulations.
- Quality and adaptability of various woods.

- Basic record-keeping techniques.
- Hazmat and safety regulations and practices.
- Proper lifting techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform skilled rough and finish carpentry work to repair District facilities.
- Understand and follow oral and written instructions.
- Maintain records.
- Work independently with minimal supervision.
- Work efficiently to meet schedules and time lines.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain work pace appropriate to given workload.
- Use a breathing respirator as needed.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate specialized tools and equipment.
- Stand for extended periods of time.
- Climb ladders and work from heights.
- Perform heavy physical labor.
- Reach overhead, above the shoulders and horizontally.
- Bend at the waist, kneel or crouch and crawl.
- Use proper lifting methods.
- Hear and speak to exchange information.
- Erect and work from scaffolding, riggings and ladders.

EXPERIENCE AND OTHER REQUIREMENTS:

- One year of increasingly responsible journey level experience in painting, finish carpentry including some experience in building, maintenance, and locksmith work.
- Pre-employment physical
- Drug Test
- Valid Driver's License

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.
- Seasonal heat and cold, humidity and rain or adverse weather conditions.
- Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses and ear protection.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Must sustain normal physical effort for 8 hours.
- Bending at the waist, kneeling or crouching.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Ability to work in a safe effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces and demonstrate manual dexterity necessary to perform fine motor skills during maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools.
- Climb slopes, stairs, steps and ladders.
- Hear normal range verbal conversation (approximately 60 decibels).
- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 50 pounds.

- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and use tools, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work in-progress.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

HAZARDS:

- Exposure to dirt, fumes from paints and solvents.
- Working on ladders and scaffolding at heights.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Exposure to flying debris or nails.