

MAINTENANCE CARPENTER I

DEFINITION

Under supervision, performs semi-skilled work in the construction, maintenance, repair, and alteration of City-owned buildings, facilities, and equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Maintenance Carpenter I is the semi-skilled level in the Maintenance Carpenter series. Incumbents perform routine carpentry and structural maintenance and repair tasks. This class differs from Maintenance Carpenter II in that incumbents of the latter perform the full range of journey-level carpentry work with little or no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs semi-skilled carpentry tasks in the construction, maintenance, repair and alteration of City owned buildings, facilities, and equipment.

Builds and repairs tables, shelves, bleachers, wooden fixtures, equipment, and specialized structures.

Applies sheet rock, tape, texture, paint and varnish; installs paneling, trim, walls, partitions, floor, ceiling tile, and forms for concrete; makes routed signs, cabinets, and bins.

Performs rough and finished carpentry work and repairs to City-owned buildings, structures, and equipment.

Performs hand and bench work in carpentry shop; operates planer, joiners, drill presses, power saws, and other wood working machinery.

Perform skilled carpentry tasks under the close supervision of a Maintenance Carpenter II.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard practices, methods, materials and tools of the carpentry trade.

Safety hazards and the precautions of the trade.

Skill/Ability to:

Plan, lay-out, and perform routine and semi-skilled rough and finished carpentry work.

Maintain inventory records.

Work from simple sketches and blueprints.

Follow oral and written instructions.

Establish and maintain effective working relationships with others.

Use and take care of standard carpentry tools and power-driven wood-working machinery.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

One (1) year of full-time paid experience in carpentry, general building repair and maintenance, or completion of a recognized carpentry apprenticeship program.

SPECIAL REQUIREMENT(S):

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve very heavy work which requires occasionally exerting in excess of 100 pounds of force occasionally with assistance, and/or in excess of 50 pounds of force frequently with assistance, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity,

pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025