

## **MAINTENANCE CARPENTER II**

### **DEFINITION**

Under general supervision, performs skilled and 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 II is the skilled level in the Maintenance Carpenter Series. Incumbents perform carpentry and structural maintenance and repair tasks which range from routine to complex in nature. Assignments and instruction may be given orally or in the form of rough sketches or blueprints, depending on difficulty and complexity. Work is generally performed independently and inspected upon completion. Maintenance Carpenter II differs from Maintenance Carpenter I in that incumbents of the latter perform routine and semi-skilled carpentry duties under close supervision.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

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

Performs skilled tasks or assists journey-level crafts workers in the major modification, renovation, and remodeling of City-owned buildings, facilities, and equipment.

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

Repairs damage to doors, floors, windows, partitions, roofs and other structural items.

Assists others in performing general building maintenance work on motorized equipment, electrical fixtures, and plumbing.

Maintains records of maintenance and repairs performed on equipment, fixtures, and buildings.

Provides lead direction to assigned helpers.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Considerable knowledge of the standard practices, methods, tools, and equipment of the carpentry trade.

Methods, tools, and equipment used in building maintenance and repair work.

Hazards and safety precautions of the trade.

**Skill/Ability to:**

Plan, lay out, and perform carpentry work of varying difficulty.

Maintain records of maintenance and repair work performed.

Work from sketches and blueprints.

Perform minor mechanical and electrical repairs.

Follow oral and written instructions.

Establish and maintain effective working relationships with fellow employees and representatives of other departments.

Estimate costs from plans or job site inspections and to determine necessary materials.

Provide lead direction to subordinates.

Use and take care of carpentry and building maintenance tools and equipment.

Safely operate a motor vehicle

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a High School Diploma or equivalent GED completion.

**Experience:**

Two (2) years of full-time paid journey level carpentry experience.

**NECESSARY SPECIAL REQUIREMENTS**

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, crouching, 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 DATE: 10/20/2025  
Director of Personnel Services

MR/CW/po/09/12/87  
5368:148  
Revised: EVG/C&C: 10/20/2025