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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Job Description - Carpenter  
**POLICY NUMBER:** 2923

### 2923.1 General Job Description

**2923.1.1** Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, constructs, remodels or removes wood frame, concrete, masonry, metal and other types of structures utilizing a variety of skills including carpentry, plumbing, and concrete placing and finishing.

**2923.1.2** Under the direction of the Water Division Manager, Maintenance Foreman and/or Construction Foreman, works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities.

### 2923.2 Prerequisite Qualifications

**2923.2.1** High school diploma or the equivalency thereof.

**2923.2.2** Journeyman-level training and experience as a carpenter.

**2923.2.3** Basic knowledge of, and experience in plumbing and concrete placing and finishing.

**2923.2.4** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable and non-potable water transmission systems.

**2923.2.5** Valid California Class B driver license and satisfactory driving record, or ability to obtain within six weeks of appointment.

**2923.3** Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

**2923.4** Hourly Compensation

**2923.5 Essential Job Duties:**

**2923.5.1** Task: Constructs, remodels, repairs and removes structures, including buildings, concrete forms, flumes, weirs, spills, water service and diversion structures, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.5.2** Task: Constructs, remodels, repairs and removes potable and non-potable plumbing systems and delivery facilities.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.5.3** Task: Places and finishes concrete in a variety of construction applications.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.5.4** Task: Gives direction and supervision to District employees assigned to assist this position in the essential job duties listed above.

Physical Demand: Standing; walking over uneven ground; kneeling; stooping; bending; squatting; sitting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

**2923.6 Marginal Job Duties:**

**2923.6.1** Task: Assists in the repair of pipe leaks on District's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.6.2** Task: Assists in the replacement of pipeline on District's distribution system.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs., and infrequently up to 100 Lbs.);

kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.6.3** Task: Maintains tools and equipment used in performance of position's jobs.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 Lbs., frequently up to 50 Lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2923.7** Environmental Demands:

**2923.7.1** Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

**2923.7.2** Inside: Occasionally works indoors in temperature-controlled environment.

**2923.6.3** Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes generated during metal brazing, welding and cutting.

**2923.6.4** Noise/Vibration: Moderate exposure to noise, and minimal vibration from construction and fabrication tools and equipment.

**2923.8** Mental Requirements:

**2923.8.1** Reading: Reads construction and fabrication plans and specifications, technical manuals, material data sheets, safety manuals work orders, street maps, letters reports, memos and messages.

**2923.8.2** Writing: Writes memos, messages, daily work orders, prepares diagrams and sketches, and fills out materials lists and other information forms.

**2923.8.3** Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

**2923.8.4** Attention to Detail: High level concentration and attention to detail for extended periods of time required.

**2923.8.5** Repetition: Moderate repetition level; usually performing a variety of tasks each day.

**2923.8.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

**2923.8.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.