

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 6/25
Employee Name	Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-556-6476-XXX	Unit Plant Operations		
Class Title Carpenter I	Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R12	Work Week Group 2	Class Ranges A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Erect, maintain, and repair various buildings and structures; make rough sketches and cost estimates; requisition stores and supplies; advise in the selection of building materials; keep records and make simple reports, and may instruct and lead unskilled assistants.			
50%	Knowledge of tools, equipment, and materials associated with the Carpenter Shop. Works with and leads subordinate workers in maintaining and repairing carpentry related equipment, fixtures and infrastructure throughout our facility. Ability to perform the work of a journeyman carpenter. .		
35%	As required by the Utility Shop Supervisor (Building Trades), maintains accurate information on daily work orders showing time it took to complete and material used. Evaluates work orders to determine the amount and type of material needed, gets approval and obtains material. Evaluates various work orders in an order of priority, putting health and safety first. Maintains and upkeeps all tools, equipment and buildings associated with the Carpenter Shop and Plant Operations. Understands and follows all division of Industrial Safety and Building Codes when work is being performed in all areas of the facility.		
15%	Maintains and follow proper tool control procedures. Follows good safety practices and makes corrections or suggestions on safety issues. Understands and knows location of Safety Data Sheets and protective gear needed in regard to hazardous material. As determined by the Chief of Plant Operations, the Carpenter I may be temporarily assigned to assist in other Plant Operations functions which would serve the best interests of the Hospital. Reads, understands, and conforms to all Hospital Administrative Directives and Plant Operations policies.		
Other Information	Supervision Received: Utility Shop Supervisor (Building Trades) Supervision Exercised: None		

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, methods, materials, tools, and equipment used in carpentry; Safety Orders of the Division of Industrial Safety applicable to carpentry; and building codes.

ABILITY TO:

Perform carpentry work and care for tools, materials and equipment. Read and write English at a level required for successful job performance; read blueprints and work from plans and specifications; keep records and make simple reports; prepare rough sketches of minor carpentry installations; estimate material and labor costs for minor carpentry jobs. Follow oral and written instruction. Instruct and lead unskilled assistants.

REQUIRED COMPETENCIES**ANNUAL HEALTH REVIEW**

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

	THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations. SITE SPECIFIC COMPETENCIES Repairs building fixtures and equipment, including windows, roof and doors and construction of various cabinetry needs. Maintains and repairs floor tile, cove base and ceiling tile; install miscellaneous wall fixtures; maintains tool control, requisitions supplies. TECHNICAL COMPETENCIES Maintains a valid work order system and preventive maintenance program. LICENSE OR CERTIFICATION N/A TRAINING CATEGORY - 4 The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	Employee Signature Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.
	Supervisor's Signature Date Reviewing Supervisor's Signature Date

Physical Requirements of Position
Carpenter I (6476)

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients	X					
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling		X				
Kneeling		X				
Climbing		X				
Squatting		X				
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping				X		
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)		X				
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals			X			
Working at heights		X				