

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: CARPENTER I
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Incumbents 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.

25%	Erects, maintains, and repairs various building structures and fixtures.
15%	Installs and/or repairs floor tiles including underlayment and baseboard. Installs and/or repairs ceiling tiles. Repairs roofs and flashing.
15%	Repairs and/or replaces doors and locks. Repairs and/or adjusts door closures, and repairs and/or replaces doors and doorjambes. Repairs and/or replaces window screens.
15%	Builds and installs bulletin boards and chalk boards. Builds and/or repairs cabinets and shelves. Builds, installs, and repairs laminated countertops.
15%	Lays out and constructs metal or wood stud walls and partitions. Builds scaffolding. Constructs wood fences and signs.
10%	Makes rough sketches and cost estimates; advises in the selection of building materials; and, keeps records and makes simple reports.
5%	Other related duties as required.
0%	SITE SPECIFIC DUTIES None.
0%	TECHNICAL PROFICIENCY None.

2. SUPERVISION RECEIVED

The Carpenter I functions under the direction of the Carpenter Supervisor.

3. SUPERVISION EXERCISED

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The Carpenter I position is non-supervisory, but may instruct and lead unskilled assistants.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

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

SKILL IN:

Both rough and finish carpentry and the use of hand and power carpentry tools.

ABILITY TO:

Read and write English at a level required for successful job performance; read blueprints and work from, and interpret plans and specifications; recognize lumber grades and types; keep records and make simple reports; prepare rough sketches of carpentry work; make estimates of material and labor; follow oral and written instructions; and, instruct and lead unskilled assistants.

5. REQUIRED COMPETENCIES

SAFETY

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

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

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- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date