

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date	
Employee Name	Division Facility Operations			
Position No / Agency-Unit-Class-Serial 502-556-6476-XXX	Unit Carpentry Shop			
Class Title Carpenter I – Limited Term	Location Department of State Hospitals – Patton			
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R12	Work Week Group: 2	Pay Differential No	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions. Under the direction of the Carpenter Supervisor erect, maintains and repairs various buildings and structures; make rough sketches and cost estimates; requisition stores and supplies; advises in the selection of building materials; keep records and make simple reports; and may instruct and lead unskilled assistants.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
30%	Constructs, repairs, and maintains various hospital buildings, structures and equipment. • Removes and replaces rusted or broken hardware. • Repairs and/or constructs partitions, doors, and windows. • Grade, form, pour, and finish concrete • Building framework using power tools such as, saws, drills, planer, sanders or hand tools such as planes, chisel, rasps, and saws according to written and oral instructions. • Repairs leaky roofs. • Builds and repairs to chain link fences.			
20%	• Replace glass windows with glass or polycarbonate plastic sheets. • Repairs or replaces acoustic ceiling tiles. • Installs floor covering, including linoleum, Vinyl Composition Tile (VCT), and installs cove and wood baseboards.			
20%	• Use of hand and power tools according to written and oral instructions. • Assembles and repairs various patient related activity equipment. • Required to operate automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit required contingent on the class of vehicle to be driven, in accordance with the Administrative Directive 7.07) Required to be able to bend; reach; ascent stairs, slopes, and inclines; work at heights applicable to trade demands; and labor outdoors in all weather conditions.			

20%	Estimate quantity of materials needed and requisition goods and materials. • Make rough sketches. • Prepare purchase requests for ordering of materials: lumber, hardware, and other supplies.
10%	Maintain accurate record keeping. • Keeps shop records. • Completes daily time sheet. • Completes daily inventory control records according to policy and procedure.
Required Competencies	SUPERVISION RECEIVED: Carpenter I is under the supervision of the Carpenter Supervisor. SUPERVISION EXERCISED: No line of supervision exercised, however, may be responsible for instructing and leading Building Maintenance Workers, Laborers, or unskilled assistants. ABILITY TO: Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions. Produce both rough and finished carpentry, use hand and power carpentry tools, read and write English at a level required for successful job performance; work from blueprints and interpret plans and specifications; recognize lumber grades and types; keep records and make simple reports; prepare rough sketches of carpentry work; and make estimates of material and labor; follow oral and written instructions; instruct and lead unskilled assistants. 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. TECHNICAL PROFICIENCY (SITE SPECIFIC) • Follow oral and written instructions • Knowledge and experience in performing the duties of a Journey Level Carpenters, as set forth in the California State Personnel Board (SPB) Specifications. • Completion of carpentry apprenticeship or equivalent experience. • Work from ladders, scaffolds, and high lift equipment • Read and write English at a level appropriate to the classification • Estimate materials needed ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever 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 of controlling the spread of pathogens appropriate to job class and assignment. HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively. RELATIONSHIP SECURITY: Demonstrates 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.
License or Certification	It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.
Training	The employee is required to keep current with the completion of all required training.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas 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 functions.

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).

Classification
(Employee Signature)

Print Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Classification
(Supervisor Signature)

Print Name

Date

Classification
Reviewing Supervisor Signature

Print Name

Date