

DUTY STATEMENTS
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 573-242-6476-005	Date:
Class: Carpenter I	Name:
Under the direction of the Utility Shop Supervisor, erect, maintains, and repairs various buildings and structures; makes rough sketches and cost estimates; repairs sidewalks, slabs, retaining walls, and foundations, advises in the selection of building materials, keeps records and makes simple reports.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Construct, repair, and maintain various buildings, structures, and equipment, performs duties in the construction of buildings, erects walls roofing, framing, and concrete forms, install and repair slabs, sidewalks, retaining walls and foundations. Responsible for all maintenance and small construction projects pertaining to all varieties of carpentry and masonry, including but not limited to, scheduling, layout, and inspection of work; and provide instructions for proper completion.
20%	Perform repairs of various structures and contents including installation and/or repairs to flooring, including underlayment and baseboards, ceiling tiles, roofs and flashing, doors and locks, including adjusting doors and jams, repairing and replacing window screens and shades, and repairing furniture, partitions, and cabinets. Grade, form, pour and finish concrete, lay and repair brick, cement block, tile, mortar, or stone on walls as required. Build and set forms, help maintain facility gravel roads, driveways, and streets.
20%	Perform preventative maintenance to ensure buildings and their components function correctly and in a safe manner. Inspects completed work for safety hazards, quality, and perform follow-up as needed. Maintain accurate record keeping, develop reports pertaining to projects and materials, and ensure a safe and clean environment is maintained, manage proper care and control of materials, tools and equipment.
15%	Make rough sketches of planned carpentry work, estimate quantity of needed materials, create cost estimates, and as required, obtain bids and prepare purchase requests for ordering of material. Order repair parts, tools, supplies and equipment, to include lumber, hardware, fasteners, tools and various other times related to carpentry and masonry, maintains inventory of materials and equipment.
10%	Consult with various trades supervisors on ongoing projects, maintain projects, and manage project schedules, provide progress and status reports and identify barriers which may impact project completion.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. Inspect construction projects and tools.					X
HEARING: Answer telephone; communicate with staff, residents and the public in person or via telephone.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone.					X
WALKING: Within the home to various locations.			X		
SITTING: Work station, meetings, training.		X			
STANDING: Inspect work at construction sites; roof inspections; lead in construction projects.					X
BALANCING: Construction sites.				X	
CONCENTRATING: Construction projects, maintenance of projects and inspections.					X
COMPREHENSION: Carpentry work; safety protocols; policies and procedures of the department.					X
WORKING INDEPENDENTLY:				X	
LIFTING UP TO 10 LBS:			X		
LIFTING 10-25 LBS:			X		
LIFTING 25-50 LBS:				X	
FINGERING: Tools; computer; telephone buttons; drawing; keyboards.			X		
REACHING: As required to fulfill duties.				X	
CARRYING: Tools, equipment and materials.			X		
CLIMBING: Stairs; ladders and scaffolding.			X		
BENDING AT WAIST: Access low shelves, tools.				X	
KNEELING: Access tools; inspect construction projects.				X	
PUSHING OR PULLING: As required to fulfill duties.				X	
HANDLING: Tools, materials, masonry and carpentry equipment.			X		
DRIVING: As needed to and from job site, warehouse and shop.			X		
OPERATING EQUIPMENT: Shop vehicle, scissor lift, man lift, carpentry equipment and tools.				X	
WORKING INDOORS: In various buildings		X			
WORKING OUTDOORS: Maintain and repair various structures on grounds.					X
WORKING IN CONFINED SPACE: Carpenter shop, equipment shop, storage area, supply room.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature _____ Date _____
 Supervisor signature _____ Date _____
 Human Resources signature _____ Date _____