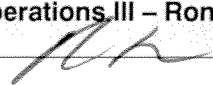


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: CARPENTER I	
Approved by Chief of Plant Operations III – Ron Howard Signature: 	Approval Date: 

- 1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:** This is the entry class and the first journey level of this series. 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.
- 30%**

 - Works as directed in maintaining and repairing building fixtures and appurtenances to best satisfy the needs of the Hospital.
 - Maintain, and repair various buildings and structures.

 - 30%**

 - Installs, maintains and repairs foundations, footings, walks, slabs and other concrete items.
 - Designs and constructs various cabinetry items to meet the needs of the Hospital.

 - 20%**

 - Assists in maintaining a daily work order log showing when received and when completed.
 - Evaluates various work orders in an order of priority, putting health and safety first.
 - Maintains and requisitions material to meet the needs of various work orders; list labor and material on the work order.

 - 10%**

 - Assist in preparing monthly work order status and project reports; prepares other reports as requested by the Chief of Plant Operations III.
 - Analyzes and provides corrective action on health and safety issue encountered or brought to your attention.
 - Understands and knows location of Material Data Sheets and protective gear in regard to any hazardous material that may be required to be used.
 - Maintains daily tool control procedures and instructs all concerned in proper tool control.

 - 10%**

 - Works with and assists tradespersons in various projects assigned to Plant Operations.

2. SUPERVISING RECEIVED:

Carpenter Supervisor

3. SUPERVISION EXERCISED:

None

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; 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; and make estimates of material and labor. Correct wording off Job Specification.

5. REQUIRED COMPETENCIES:

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.

CPR: Maintain current certification if applicable.

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.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Repairs building fixtures and equipment, including windows, roof and doors and construction of various cabinetries needs. Maintains and repairs floor tile, cove base and ceiling tile; install miscellaneous wall fixtures; maintains tool control, requisitions supplies.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Maintains a valid work order system and preventive maintenance program.

6. **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 Services.

7. **TRAINING:**

Training Category – 2– Training Procedure No. 03-11.

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

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.

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4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date