

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#

C&P Analyst Approval
FA

Date
5.1.2023

Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-556-6476-		Unit Plant Operations		
Class Title Carpenter I		Location Carpentry Shop		
SUBJECT TO CONFLICT OF INTEREST ☐ Yes ☒ No	CBID R12	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Carpenter Supervisor, 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.

% 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.)
	<u>ESSENTIAL FUNCTIONS</u>
35%	Fits, hangs, builds and repairs doors; install door closures and hardware. Builds, repairs, installs cabinets, shelves, furniture and counter tops. Fabricates and assembles formica, corian and plexiglass
20%	Installs floor and ceiling tiles, replaces and repairs roofing; installs and replaces window apparatus, sash cord and window screens. Builds walls and partitions.
15%	Sets concrete forms, pours and finishes concrete slabs, docks, walls, curbs, gutters and sidewalks.
15%	Reads, interprets and works from plans, drawings and specifications. Estimate materials needed for projects. Observes and follows all safety regulations. Follows written and oral instructions; keep records and makes reports. Prepares requisitions for equipment and supplies for supervisor's review.
	<u>MARGINAL FUNCTIONS</u>
5%	May Supervise Industrial Therapy Workers and/or California Conservation Corpsmen. Keep track of time used and do work evaluations.
5%	Carries out Asbestos-Containing Materials (ACM) related assignments necessary to complete jobs, does ACM sampling and recording of results.
5%	All other duties and special projects as assigned consistent with this classification.

Other Information	SUPERVISION RECEIVED Under the direction of the Carpenter Supervisor. SUPERVISION EXERCISED N/A <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Principles, methods, material, tools, and equipment used in carpentry; Safety Orders of the Division of Industrial Safety applicable to carpentry; building codes. Ability to: Produce both rough and finished carpentry, use hand and power carpentry tools, 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; follow oral and written instructions; instruct and lead unskilled assistants. <u>SPECIAL REQUIREMENT</u> Ability to: <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 50 pounds, lifting and carrying up to 75 pounds, on occasion, and repetitive fine motor and hand motion. 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 enables the employee to work effectively. CPR Maintains current certification SITE SPECIFIC COMPETENCIES • Interact successfully in a team environment. • Communicate successfully in a diverse community. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions. • Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them. TECHNICAL PROFICIENCY (SITE SPECIFIC) • LICENSE OR CERTIFICATION - not applicable TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required training.
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THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

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

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- 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/clients, and the public.
- 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 can safely perform their essential job functions.

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.

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's 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
