CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Carpenter I	**Working Title:** Carpenter I
Position Number: 006-675-6476-673	**CBID:** R12
Work Week Group: 2	**Work Hours:** Monday – Friday 7:00 am to 3:30 pm
Command/Directorate/Unit: Camp Roberts, Department of Public Works	**Physical Work Location:** Camp Roberts, Hwy 101, 93451
Supervisor Name: Matt Boyd	**Supervisor Classification/Rank:** Supervisor of Building Trades
Current Incumbent: Vacant	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)

☒ California Driver's License

☐ Class A ☐ Class B ☒ Class C

☐ Class C w/Endorsement: _____

☐ Travel to Multiple Locations

☐ Occasional Travel

☐ Other (Specify): _____

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

Under supervision of the Supervisor of Building Trades, the Carpenter I performs first journey level rough and finish carpentry work in the construction, alteration, maintenance, and repair of buildings, structures, and related facilities at Camp Roberts.

Essential Functions:

40%	• Builds, and erects parts of buildings and structures to include barracks, sheds, forms, frames, fences, walls and other structures. • Assists with the installation of exterior siding, doors and windows. • Installs dry wall, Cementous siding, concrete, vinyl windows, wood and metal doors.
30%	• Performs cyclic maintenance to repair buildings and structures when needed throughout the facility. This will include duties like repairing existing metal and Cementous siding, and doors and windows that do not require replacement. • Assists with maintaining the carpenter shop hazardous material and chemical storage lockers, which contain chemicals, coatings, and adhesives used for carpentry activities, to comply with state regulations. • Assists with the fabrication and repair of wood signage.
15%	• Draws from the warehouse materials, supplies and safety equipment needed for projects. • Ensures jobs are completed in a proper and safe manner. • Acts as a lead to Building Maintenance Worker and Skilled Laborers. • Works cooperatively with other trades to ensure successful job completion.
10%	• Keeps simple records, makes reports, and creates as built drawings.

Non-Essential/Marginal Functions:

5%	• Other duties as assigned.

Knowledge, Skills, and Abilities:

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

Skills: Both rough and finished 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. Follow oral and written instructions; instruct and lead unskilled assistants.

Required Qualifications:

- Possession of a valid Class C driver's license issued by the Department of Motor Vehicles.

Desirable Qualifications:

- Ability to work alone.
- Ability to recognize unsafe conditions and correct.

Work Environment:

- Exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.
- Some exposure to hazardous chemicals or physical risks, which require following basic safety precautions. Using Personal Protective Equipment (PPE) when needed.
- Work in public-accessed areas.
- Work in noisy areas or with noisy equipment or machinery.
- Work on scaffolds, ladders, and in lifts.
- Work in any facility within the regional location.
- May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties.
- May require ability to work overtime.
- Work in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.
- Work in inclement weather including rain, heat and cold.

Physical/Mental Abilities:

- Frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling, crawling or squatting while performing duties.
- Repetitive gripping, grasping, and manipulating hand movement while using tools or power equipment.
- Climb stairs or ladders, use power and noise producing tools or equipment.
- Reach or stretch by extending hand(s) or arm(s) in any direction.
- Reach high spaces by climbing a ladder or operating a lift.
- Considerable physical activity requires heavy physical work, heavy lifting, pushing or pulling of required objects up to 90 pounds.
- Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces, dust masks when exposed to harmful dust particles, eye goggles when exposed to airborne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.
- Visual inspection of the operation of machinery/equipment or sound of proper operating of machinery/equipment.
- Read and understand English to follow and enforce safety procedures.
- Read and understand blueprints and schematics.
- Understand written and verbal communications in English.
- Read and understand English to follow instructions on manufacture's label for use of products.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.
- Apply common sense in personal safety and safety of equipment being used in the performance of duties.

Equipment Used:

- Trucks, fixed and portable power tools including but not limited to saws, plainer, joiner, shaper, lathe, key fabrication machine, laser level, transit, computer controlled engraving machine, generator, air compressor and fastening systems.
- Various types of fasteners such as nails, screws, glue and other fasteners.
- Safety equipment includes but not limited to ear plugs, dust masks, eye goggles, gloves, rubber boots, rain gear, and back support. Personal Protective Equipment (PPE).
- Jackhammers, compressors and concrete saws, pick and shovel.
- Other tools and equipment as required.

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

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State Personnel Certification: Approval

C&P Analyst Name (Print)	**Signature**	**Date**