

EDITED TASK LISTING

CLASSIFICATION: Carpenter II, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Erect minor building structures (sheds, awnings, retaining walls, ramps, etc.) to meet institutional program needs, security needs, federal and state mandates, utilizing various resources (e.g., California Codes and Regulations, California Fire Code, Uniform Building Code [UBC], American Disability Act [ADA], institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
2.	Maintain existing building, structures and fixtures (e.g., ceiling materials, medical seamless flooring, ceramic tile, etc.) in order to increase life expectancy of all state buildings, structures and fixtures utilizing various resources (e.g., California Codes and Regulations, California Fire Code, UBC, ADA, institutional operational procedures, personal experience, carpentry knowledge, etc.), on on-going basis.
3.	Repair various buildings, structures, and fixtures (e.g., ceiling systems, etc.) in order to increase life expectancy of all state buildings, utilizing various resources (e.g., California Code of Regulations, Federal Code of Regulations, UBC, ADA personal experience, and carpentry knowledge, as needed
4.	Make rough sketches and drawings to identify specific information, document additions or changes (e.g., data, location, specifications, equipment etc.) to ensure work is done according to plans and specifications, utilizing personal knowledge, architect ruler/scale, etc., on a regular basis.
5.	Prepare cost estimates for variety of jobs to include labor, materials, tools, equipment, etc., to identify and provide supervisor with the necessary information for cost analysis, planning and development project, utilizing various resources (e.g., personal knowledge, blueprint, rough sketches, venders, laws, rules, codes, regulations, policies, institutional operational procedures, etc.), as needed
6.	Prepare and maintain records and reports (e.g., Material Safety Data Sheets, staff and inmate safety training, tool control, chemical inventory, etc.) in order to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., Departmental Operations Manual [DOM], institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], Injury and Illness Prevention Program [IIPP], etc.), as required.
7.	Instruct and lead unskilled assistants engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., frames, wood/metal studs and bracing, etc.) to convey information and or direction necessary to properly complete work assignments required to meet institutional security and program needs utilizing the work order system and various resources (e.g., job specifications, blueprints, Standard Automated Preventive Maintenance Systems [SAPMS], California Code of Regulations, institutional operational procedures, personal experience, carpentry knowledge, etc.), on a daily basis
8.	Prepare list of material, supplies, and equipment in order to ensure proper completion of daily operation, utilizing shop warehouse inventory logs, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: Carpenter II, Correctional Facility

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
9.	Prepare and maintain records and reports (e.g., Material Safety Data Sheets, inmate timekeeping, staff and inmate safety training, tool control, etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., Departmental Operations Manual [DOM], Title 15, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, etc.), on a daily basis.
10.	Lead the work of craftspeople or helpers engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., frames, wood/metal studs and bracing, etc.) in order to provide information/direction, ensure proper completion of work, to meet institutional security and program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS, California Code of Regulations, institutional operational procedures, personal experience, carpentry knowledge, etc.), on a daily basis.
11.	Prepare a list of tools to ensure proper preparation and completion of specific jobs, task/work orders, to meet institutional program needs, security needs and federal and state mandates, (e.g., fire life, safety codes, and energy conservation, etc.), utilizing various resources, institutional operational procedures, personal experience, carpentry knowledge, etc., as needed.
12.	Inspect carpentry shop (e.g., keys, alarms, locking devices etc.) in order to ensure compliance stipulated by laws, rules, regulations, policies, procedures, providing a safe and secure working environment, utilizing various resources (e.g., personal knowledge DOM, Title 15, IIPP, etc.) on a daily basis.
13.	Constructs scaffolding (e.g., installation of drywall, ceiling systems etc.), in order to meet institutional program needs and security needs, to ensure the institution is in compliance with federal and state mandates stipulated by Cal-OSHA, Title 8 and the manufacturer's instructional manual, as required.
14.	Installs shoring to facilitate structural repairs (e.g., cave in preventions, barring walls, etc.), in order to meet institutional program needs and security needs, utilizing various resources (e.g., California Code of Regulations, California Fire Code, UBC, Cal-OSHA, institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
15.	Install fixtures (i.e., cabinets, shelving, work stations etc), in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., California Fire Codes, UBC, institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: Carpenter II, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
16.	Maintain asphalt (e.g., roadways, parking lots, walkways, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., blueprints, California Code of Regulations, institutional operational procedures, personal experience, carpentry knowledge), as needed.
17.	Inspect asphalt (e.g., roadways, parking lots, walkways, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., blueprints, California Code of Regulations institutional operational procedures, personal experience, carpentry knowledge), as needed.
18.	Install concrete (e.g., slabs, walls, walkways, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing resources (e.g., blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
19.	Forming Concrete (e.g., slabs, walls, walkways, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
20.	Install roof (e.g., metal, asphalt shingles, rubberized roofing, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
21.	Install and maintain ceiling (e.g., T-bar, acoustic tile, drywall, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
22.	Install doors (e.g., metal, wood, security doors, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA, California Fire Codes, institutional operational procedures, personal experience, carpentry knowledge, etc.) as needed.

EDITED TASK LISTING

CLASSIFICATION: Carpenter II, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
23.	Repair of cabinetry and furniture (e.g., desk, book shelves, tables, chairs, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
24.	Trenching (e.g., installing plumbing, electrical cable, foundation, steam lines, etc.) in order to meet institutional program needs, security needs and provide a safe working environment, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
25.	Install and repair fencing (e.g., chain link, wood, expanded metal, razor wire, etc.) in order to meet institutional program needs, security needs, federal and state mandates, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
26.	Build and maintain stairways (e.g., hand rails, anti slip surfaces, rubber stair tread, trip hazards, etc.) in order to meet institutional program needs, security needs, federal and state mandates, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
27.	Install and maintain flooring (e.g., ceramic, vinyl, linoleum, etc.) in order to meet institutional program needs, security needs, federal and state mandates, utilizing various resources (e.g., job specifications, blueprints, California Code of Regulations, Cal-OSHA, ADA institutional operational procedures, personal experience, carpentry knowledge, etc.), as needed.
28.	Fabricate and install signage on various buildings, structures, roadways and equipment, etc., to meet the needs of the institution to ensure compliance with various rules, regulations, codes, etc., utilizing DOM, Title 15, Environmental Protection Agency, and ADA, as needed.
29.	Coordinates with departmental trades people, custody and other institutional program staff, contractors and vendors regarding construction projects, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, etc.) to ensure the work is completed effectively and efficiently, to minimize disruptions that may impact security, operations and programs, etc., and to ensure compliance with various laws, rules, regulations, policies, procedures, etc., utilizing interpersonal skills and various resources (e.g. UBC, IIPP, Cal-OSHA etc.), institutional operational procedures, personal experience, and knowledge as needed.

EDITED TASK LISTING

CLASSIFICATION: Carpenter II, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
30.	Ensure tool/equipment are properly maintained to prevent injuries and down time, and produce efficient completion of preventative and demand work orders, utilizing personal knowledge and experience, Title 15, DOM, IIPP, Cal-OSHA, Equipment Operational Manual, institutional operational procedures, communication with manufacturers, broken tool reports, etc., on a daily basis.
31.	Communicate in a professional manner and deal with confidential issues utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships with others in order to determine and resolve various issues, as needed.