

EDITED KSAPC LISTING

CLASSIFICATION: CARPENTER III, CORRECTIONAL FACILITY

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of carpentry principles used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) to ensure compliance with job specification and industry standards.
K2.	Comprehensive knowledge of carpentry methods used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) in order to accomplish a work assignment.
K3.	Comprehensive knowledge of carpentry materials used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) to ensure sufficient materials for daily work.
K4.	Comprehensive knowledge of carpentry tools used in the installation, maintenance, and repair of structures and fixtures (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) in order to accomplish work assignment and promote safe work environment.
K5.	Comprehensive knowledge of carpentry equipment used in the installation, maintenance, and repair of structures and fixtures (e.g., scissor lifts, boom lift, etc.) in order to oversee safe operation of equipment.
K6.	Comprehensive knowledge of the rules and regulations (e.g. Uniform Building Codes [UBC], Safety Orders of the Division of Industrial Safety applicable to carpentry, California Code of Regulations (CCR), etc.) in order to meet or exceed industry standards.
K7.	Comprehensive knowledge of building codes in order to ensure compliance with regulations to safely and effectively determine correct materials to plan, purchase and install.
K8.	Basic knowledge of departmental rules and regulations governing the procurement process of carpentry materials, tools and equipment when ordering materials for maintenance and repair of structures and fixtures.
K9.	Basic math knowledge to calculate labor, material and/or cost estimates for planned projects.
K10.	Basic knowledge of policy and procedures (e.g., Title 15, Departmental Operations Manual (DOM), etc.), rules, regulations required in the supervision of inmates in order to facilitate the utilization of inmate labor.
K11.	Basic knowledge of principles of effective supervision in order to motivate, organize and direct work of Carpenter I/II and inmates to successfully construct, repair and maintain facilities.
K12.	Basic knowledge of Department's Equal Employment Opportunities (EEO) Program objective to ensure compliance with departmental policies (e.g., create a hostile-free working environment, comply with zero tolerance policy on sexual harassment, etc.).

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

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KSAPC Statements	
Knowledge of:	
K13.	Basic knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing and issuing materials and supplies to ensure the proper flow of materials.
K14.	Basic knowledge of the Injury Illness Prevention Program (IIPP) in order to create and maintain a safe work environment.
K15.	Basic knowledge of effective writing skills in order to prepare reports and memos.
K16.	Basic knowledge to interpret blueprints, plans and specifications in order to determine efforts necessary to complete work as designed.

KSAPC Statements	
Skill to:	
S1.	Perform rough and finish carpentry (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) in order to accomplish a work assignment.
S2.	Operate hand and power carpentry tools (e.g., table saw, skill saw, drills, etc.) in order to safely accomplish a work assignment.

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KSAPC Statements	
Ability to:	
A1.	Communicate effectively in order to exchange information and or provide direction to staff and others.
A2.	Accurately read and/or interpret plans (blueprints) to complete assignments in a safe and effective manner.
A3.	Recognize lumber, plywood grades and other building materials in order to ensure compliance with building code and job requirements.
A4.	Accurately maintain records and reports to provide information to comply with departmental policies and regulations.
A5.	Prepare rough sketches, drawings and specifications of carpentry work to relay information to other crafts people, tradesmen and helpers.
A6.	Estimate cost for labor and materials to plan and complete work orders for the purpose of completing work assignments in a timely manner.
A7.	Plan carpentry work with departmental trades people, custody staff, institutional program staff, contractors and vendors to provide direction.
A8.	Analyze situations accurately in order to take effective action.
A9.	Lead and perform carpentry work safely and effectively to industry standards.
A10.	Be self-motivated and motivate others to perform their job duties.
A11.	Perform rough and finish carpentry (e.g., concrete, tile, wood and metal framework, roofing, woodworking, etc.) in order to accomplish a work assignment.
A12.	Provide training on care and use of hand and power tools to ensure safe operation.
A13.	Effectively communicate with individuals or groups to provide accurate information, instruction, direction and maintain an effective working relationship.
A14.	Identify building codes to select proper materials for the completion of work assignments.
A15.	Inspect the work of Carpenter I, II and inmates to ensure proper completion of work and compliance with codes and regulations.
A16.	Troubleshoot unsafe or defective construction and building conditions (e.g., concrete, tile, wood and metal framework, roofing, etc.) to ensure the safe and proper operation of the facility while adhering to building codes.
A17.	Effectively layout rough framing, forms and finish carpentry assignments to complete assignments in a safe and effective manner.
A18.	Accurately form, place and finish concrete to complete assignment in a safe and effective manner.
A19.	Setup heavy materials and equipment in order to complete work assignments.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPC1.	Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.