

## EDITED TASK LISTING

### CLASSIFICATION: CARPENTER III, CORRECTIONAL FACILITY

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

Task Statements	
1.	Plan the work of Carpenter I/II and inmates engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., cabinets, cove base, road construction, etc.) in order to ensure proper completion of work, utilizing the work order system and various resources (e.g., job specifications, blueprints, Statewide Automated Preventative Maintenance System [SAPMS], California Code of Regulations [CCR], institutional operational procedures, personal experience, carpentry knowledge), on a daily basis.
2.	Advise the supervisor in the selection and procurement of construction materials, tools and equipment to ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., utilizing various resources (e.g., catalogs, vendors, project drawings and specifications, internet, budget requirements) on an on-going basis.
3.	Requisition materials (e.g., tools, supplies, equipment, etc.) to ensure proper operation of carpentry shop utilizing procurement forms (e.g., purchase requisition form [CDCR 954], written justification, bids, drug-free certification, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual (SAM), Departmental Operations Manual (DOM) on an on-going basis.
4.	Coordinate with departmental trades people, custody, 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 in compliance with plans and specifications, various laws, rules, regulations, policies, procedures, utilizing interpersonal skills and various resources (e.g., Uniform Building Code (UBC), Injury Illness Prevention Plan (IIPP), California Occupational Safety Health Administration (Cal-OSHA), institutional operational procedures, personal experience, and knowledge as needed.
5.	Inspect scaffolding and falsework in order to meet institutional security and program needs, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., utilizing various resources (e.g., job specifications, blueprints, SAPMS, CCR, Cal-OSHA) institutional operational procedures, personal experience, carpentry knowledge as needed.
6.	<b>Fabricate various building elements (e.g., doors and hardware, window frames etc.), in order to meet institutional security and program needs, by following federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, California Fire Code, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
7.	<b>Install various building elements (e.g., doors and hardware, window frames etc.), in order to meet institutional security and program needs, by following federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, California Fire Code, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>

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

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Task Statements	
8.	<b>Construct minor building structures (e.g., sheds, awnings, retaining walls, ramps, etc.), while maintaining institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, California Fire Code, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
9.	<b>Construct scaffolding (e.g., installation of drywall, ceiling systems, etc.), while maintaining institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, Federal Code of Regulations, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
10.	<b>Install shoring to facilitate structural repairs (e.g., excavating, trenching), in order to maintain institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, etc., utilizing various resources (e.g., CCR, California Fire Code, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
11.	<b>Install fixtures (i.e., cabinets, shelving, work stations, partitions, etc.), in order to maintain institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, etc., utilizing various resources (e.g., CCR, California Fire Code, UBC, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
12.	<b>Perform alterations on various buildings, structures and fixtures (e.g., window frames, window screens, doors, door frames, etc.) in order to maintain institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, Federal Code of Regulations, California Fire Code, UBC, American Disability Act (ADA) institutional operational procedures, personal experience, and carpentry knowledge) as needed.</b>
13.	<b>Perform repairs on various buildings, structures and fixtures (e.g., ceiling systems, flooring systems, roofing systems, cove base, etc.) in order to maintain institutional security and program needs and adhere to federal and state mandates, fire life and safety codes, and energy conservation, utilizing various resources (e.g., CCR, Federal Code of Regulations, UBC, ADA, institutional operational procedures, personal experience, and carpentry knowledge) as needed.</b>
14.	<b>Perform preventive maintenance to various buildings, structures and fixtures (e.g., ceiling materials, flooring systems, roofing systems, ceramic tile, etc.) in order to maintain life expectancy of state buildings, structures and fixtures, utilizing the SAPMS and various resources (e.g., CCR, California Fire Code), institutional operational procedures, personal experience, and carpentry knowledge) on an on-going basis.</b>

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Task Statements	
15.	Inspect various projects to ensure proper completion of work to maintain institutional security and program needs, ensure compliance with various laws, rules, regulations, codes, utilizing resources (e.g., job specifications, blueprints, UBC, IIPP, etc.), institutional operational procedures, personal experience, carpentry knowledge, as needed.
16.	Monitor the work of Carpenter I/II and inmates engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., doors, woodwork, flooring systems, roofing systems, cabinets, etc.) to ensure proper completion of work, maintain institutional security and program needs, utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS), institutional operational procedures, personal experience, carpentry knowledge on a daily basis.
17.	Organize the work of Carpenter I/II and inmates engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., hardware, woodwork, wood or metal framing, etc.) while maintaining institutional security and program needs, utilizing the work order system and various resources (e.g., Federal Code of Regulations, CCR, California Fire Code, UBC), institutional operational procedures, personal experience, carpentry knowledge on a daily basis.
18.	Direct the work of Carpenter I/II and inmates engaged in the construction, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., door and window frames, wood and metal framing, etc.) to provide information, direction, ensuring proper completion of work, while meeting institutional security and program needs, utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS, CCR, institutional operational procedures, personal experience, carpentry knowledge) on a daily basis.
19.	Prepare estimates for a variety of jobs to include labor, materials, tools, equipment, etc., to identify and provide supervisor with the necessary information for cost analysis, planning and developing projects utilizing various resources (e.g., personal knowledge, blueprints, rough sketches, cost estimate books) as needed.
20.	Compile records (e.g., Material Safety Data Sheet, staff and inmate safety training, tool control, etc.) to assure compliance stipulated by laws, rules, regulations, policies, procedures, utilizing various resources (e.g., DOM, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP) as required.
21.	Maintain records (e.g., inmate timekeeping, perpetual inventory, inmate safety training) in order to provide information for institutional use and assure compliance stipulated by institutional operational procedures, utilizing various resources (e.g., Cal-OSHA, DOM, penal code, IWTIP, etc.) as required.

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22.	<b>Supervise inmates in order to maintain security of work areas and materials in the performance of daily activities and to prevent escapes, injuries to inmates or others, damage to property, utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, California Department of Corrections and Rehabilitation (CDCR 101), Counseling Chronos (CDCR 128/115) as required.</b>
23.	<b>Inspect carpentry shop (e.g., keys, alarms, locking devices, etc.) in order to ensure a safe and secure working environment, as stipulated by various laws, rules, regulations, policies, procedures, utilizing various resources (e.g., personal knowledge, DOM, Title 15, IIPP) on a continuous basis.</b>
24.	<b>Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates, public, contractors, etc.) in order to provide and obtain information to establish an effective working relationship, utilizing tact, interpersonal skills, Title 15, DOM, institutional policies and procedures, personal knowledge in all situations at all times.</b>
25.	<b>Act as the Supervisor of Building Trades or Utility Shops Supervisor in his/her absence in order to ensure continued operations of the institution, utilizing personal knowledge and personal experience, DOM, institutional operational procedures, and departmental policies per institutional needs.</b>
26.	<b>Maintain a work environment free of discrimination and harassment in accordance with departmental policies and the treatment of people in order to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.</b>
27.	<b>Promote a work environment free of discrimination and harassment in accordance with departmental policies and the treatment of people in order to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.</b>
28.	<b>Interpret blueprints and drawings to identify specific information and document additions or changes (e.g., data, location, specifications, equipment, etc.) for troubleshooting, projects, work order assignments, and cost estimates, utilizing personal knowledge, architect ruler/scale to ensure work is done according to plans and specifications on a regular basis.</b>
29.	<b>Fabricate concrete (e.g., slabs, walls, walkways, etc.) in order to maintain institutional security and program needs in compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., job specifications, blueprints, CCR, Cal-OSHA, ADA, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>

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Task Statements	
30.	<b>Install concrete (e.g., slabs, walls, walkways, etc.) in order to maintain institutional security and program needs, ensure compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., job specifications, blueprints, CCR, Cal-OSHA, ADA, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
31.	<b>Maintain concrete (e.g., retaining walls, stairs, etc.) in order to meet institutional security and program needs, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., Federal Code of Regulations, CCR, California Fire Code, Cal-OSHA, ADA, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
32.	<b>Inspect concrete (e.g., retaining walls, stairs, etc.) in order to maintain institutional security and program needs, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., Federal Code of Regulations, California Fire Code, Cal-OSHA, ADA, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
33.	<b>Maintain asphalt (e.g., roadways, parking lots, etc.) in order to meet institutional security and program needs, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS, CCR, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>
34.	<b>Inspect asphalt (e.g., roadways, parking lots, etc.) in order to maintain institutional security and program needs, to ensure compliance with various laws, rules, regulations, codes, policies, procedures, utilizing the work order system and various resources (e.g., job specifications, blueprints, SAPMS, CCR, institutional operational procedures, personal experience, carpentry knowledge) as needed.</b>