

# Carpenter I

## *Essential Task Rating Results*

1	Fabricate various building elements (e.g., doors and hardware, window frames) to meet facility needs, that comply with applicable requirements (e.g., federal and state mandates, fire, life and safety codes, energy conservation requirements) by referencing various resources [e.g., California Code of Regulations, California Fire Code, Uniform Building Code (UBC)] as needed.
2	Construct building structures (e.g., sheds, awnings, retaining walls, ramps) to meet facility needs, that comply with applicable requirements (e.g., federal and state mandates, fire life and safety codes, energy conservation requirements), by referencing various resources [e.g., California Code of Regulations, California Fire Code, Uniform Building Code (UBC)] as needed.
3	Construct and erect scaffolding and supportive bracing to safely work at heights when completing projects in compliance with applicable requirements (e.g., federal and state mandates, fire life and safety codes, energy conservation mandates) by referencing various resources [e.g., California Code of Regulations, Federal Code of Regulations, Uniform Building Code (UBC)] as needed.
4	Install shoring to avoid cave-ins, secure areas and ensure of safety of workers while completing construction or repairs in compliance with applicable Occupational Safety and Health Administration (OSHA) requirements.
5	Install fixtures (e.g., cabinets, shelving, work stations) to meet facility needs, that comply with applicable requirements (e.g., federal and state mandates, fire life and safety codes, energy conservation mandates) by referencing various resources [e.g., California Code of Regulations, California Fire Code, Uniform Building Code (UBC)] as needed.

6	Install external finishing materials (e.g., siding, trim, windows, doors, weather stripping, paneling, shutters, downspouts, paint) using hand tools, or power equipment to provide a weather durable finish on the outside of buildings that comply with applicable requirements (e.g., federal and state mandates, fire life and safety codes, energy conservation requirements).
7	Install internal finishing materials (e.g., drywall, vinyl coving, sheet paneling, insulation, baseboard, molding, closet shelving, underlayment, mantels, countertops, cabinets, fixtures) using hand tools or power equipment to ensure projects are durable and in a neat workmanlike manner that complies with applicable requirements (e.g., federal and state mandates, fire life and safety codes, energy conservation requirements).
8	Smooth or sand wood (e.g., millwork, trims) to remove ridges, tool marks, glue, or chalking to complete finishing work
9	Anchor, brace, square, and erect forms and other structures in place, using nails, bolts, anchor rods, steel cable, hold downs, screws, planks, wedges and timbers to ensure that materials are secure.
10	Measure and mark cutting lines on materials using various tools (e.g., ruler, laser level, pencil, chalk, square, marking gauge, rule) to lay out work.
11	Verify trueness of structure, using various tools (e.g., plumb bob, laser level, hand held level) to comply with craftsman standards and for ease of installation for future components.
12	Assemble and fasten materials to make frameworks, using hand tools and wood screws, nails, dowel pins, or glue.
13	Drill/bore holes in timber, masonry on concrete walls using power equipment.
14	Fill cracks or other defects in plaster or wallboard using proper finish materials (e.g., spackle, joint compound, tape, fixall) to match existing surface finish.

15	Construct and install stairs and included equipment (e.g., stair stringer, stair landing, risers, treads, handrail, balustrade) to create or maintain stairs in accordance with the Uniform Building Code (UBC) and the National Fire Protection Association (NFPA).
16	Construct walls using wood framing or metal studs to partition rooms in accordance with the Uniform Building Code (UBC) and the National Fire Protection Association (NFPA).
17	Frame walls, roof, floors, et cetera using construction materials (e.g., wood or steel studs) in the proper sequence for installing items (e.g., doors, windows, vents) to complete structures in accordance with the Uniform Building Code (UBC) and the National Fire Protection Association (NFPA).
18	Install door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair in accordance with the Uniform Building Code (UBC) and the National Fire Protection Association (NFPA).
19	Install ceilings (e.g., suspended, drywall) and supportive framing (e.g., strong backs, ceiling joists, nailers) to protect and cover the interior of buildings.
20	Cover subfloors with building paper and/or moisture barriers to keep out the elements and to lay hardwood flooring per manufacture installation recommendations.
21	Prepare substrate to level floor as per manufactures specifications.
22	Install finish flooring (e.g., wood, sheet vinyl, tile) as requested by the customer per manufacturers installation recommendations.
23	Lay floors (e.g., wooden flooring, linoleum, tile, epoxy coatings) to make high traffic areas durable, safe, flat, finished and attractive.
24	Frame roof including the laying out, cutting and installation of roofing materials (e.g., ridge boards, rafters, collar ties, trusses, gables, frame overhangs, sub-fascia, panel) to provide a weather durable covering for buildings.

25	Install roof materials (e.g., felt paper, ice and water barrier, valley metal, roof edging, shingles, roll roof coverings, flashing, steel) to provide protective coverings on buildings.
26	Install roof fixtures (e.g., roof ventilation, skylights, roof penetrations) ensuring water tight integrity in accordance with project plans and applicable building regulations.
27	Clean work area (e.g., job site, carpenter shop) and remove waste to maintain clean construction sites to minimize the occurrence of workplace injuries.
28	Clean machines, tools and equipment to maintain proper working condition.
29	Coordinate the survey of site hazards by contacting the proper hazardous material contractor (e.g., industrial hygienists) to prepare hazardous material surveys to identify hazards such as asbestos and lead paint prior to demolition.
30	Remove damaged/defective parts or areas of structures to make repairs or replacements, using various tools (e.g., sledgehammer, jackhammer).
31	Prepare the site for the placing of concrete or asphalt by leveling the site, establishing the elevations, compacting soils, and filling the site with compacted base rock.
32	Prepare for concrete placement by digging footings, constructing and setting forms or chutes for placing, estimating concrete needs, establishing the elevations, and planning for under slab piping.
33	Place concrete (e.g., slabs, walls, walkways) for departmental projects, in compliance with applicable regulations by referencing various resources (e.g., job specifications, blueprints, California Code of Regulations, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA) institutional operational procedures) as needed.

34	Conduct concrete finishing work (e.g., smoothing surface, rounding edges) to prepare concrete for usage, in compliance with applicable regulation by referencing various resources (e.g., job specifications, blueprints, California Code of Regulations, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA) institutional operational procedures) as needed.
35	Maintain concrete (e.g., retaining walls, stairs) to provide a safe working environment and to meet facility needs, in compliance with applicable regulations by referencing various resources (e.g., job specifications, blueprints, California Code of Regulations, Occupational Safety and Health Administration (OSHA), Americans with Disabilities (ADA) institutional operational procedures) as needed.
36	Inspect concrete (e.g., retaining walls, stairs) or asphalt (e.g., roadways, parking lots) to provide a safe working environment and to meet facility needs, in compliance with applicable regulations by referencing various resources (e.g., job specifications, blueprints, California Code of Regulations, Occupational Safety and Health Administration, Americans with Disabilities Act (ADA) institutional operational procedures) as needed.
37	Maintain asphalt (e.g., roadways, parking lots) to provide a safe working environment and to meet facility needs, in compliance with applicable regulations by referencing various resources (e.g., job specifications, blueprints, California Code of Regulations, Occupational Safety and Health Administration, Americans with Disabilities Act (ADA) institutional operational procedures) as needed.
38	Maintain and repair hand or power tools and equipment of the carpentry trade by cleaning, oiling, setting, welding, sharpening or other preventative maintenance processes to ensure proper working condition.
39	Service, repair, adjust, and test machines and equipment used in carpentry projects to ensure proper working condition and that safety guards are in place and working appropriately.

40	Perform repairs on various buildings, structures and fixtures (e.g., ceiling systems, medical seamless flooring, cove base) to meet facility needs, increase life expectancy of state buildings, and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, fire life and safety codes, energy conservation), by referencing various resources [e.g., Federal Code of Regulations, California Fire Code, Uniform Building Code (UBC), American Disability Act (ADA) institutional operational procedures, personal experience, and carpentry knowledge] as needed.
41	Construct and repair miscellaneous items of wooden structure (e.g., cabinets, windows, doors, frameworks, floors, work benches, tables, cabinets, signs) used in buildings, using woodworking machines, carpenter hand tools, or power tools.
42	Perform preventive maintenance to various buildings, structures and fixtures (e.g., ceiling materials, medical seamless flooring, ceramic tile) to meet facility needs, increase life expectancy of state buildings, and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, fire life and safety codes, energy conservation), by referencing various resources [e.g., Federal Code of Regulations, California Fire Code, Uniform Building Code, American Disability Act (ADA) institutional operational procedures, personal experience, and carpentry knowledge] as needed.
43	Perform alterations on various buildings, structures and fixtures to meet facility needs, increase life expectancy of state buildings, and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, fire life and safety codes, and energy conservation), by referencing various resources [e.g., Federal Code of Regulations, California Fire Code, Uniform Building Code, American Disability Act (ADA)] as needed.
44	Inspect municipal buildings, facilities, materials, and fixtures for damage/needed repairs and the cause of problems/defects to ensure compliance with various laws, rules, regulations, and codes by referencing various resources (e.g., job specifications, blueprints, AsBuilt, institutional operational procedures, personal experience, carpentry knowledge) as needed.

45	Inspect carpentry shop to provide a safe and secure work environment in compliance with applicable laws, rules, regulations, policies, procedures, et cetera. utilizing various resources (e.g., personal knowledge, Department Operations Manual (DOM), Title 15, Injury and Illness Prevention Program) on a continuous basis.
46	Obtain bids/quotes for purchases over \$5,000 [a.k.a. State Contract Procurement Reporting System (SCPRS)] needed to complete projects, in accordance with departmental procurement procedures.
47	Interpret blueprints and drawings to identify specific information and document additions or changes (e.g., data, location, specifications, equipment) for troubleshooting, projects, work order assignments, and cost estimates, utilizing personal knowledge, architect ruler/scale, et cetera, to ensure work is done according to plans and specifications.
48	Prepare estimates (e.g., labor needed, work hours, materials, equipment) for a variety of jobs to identify and provide information necessary for cost analysis, planning and developing projects utilizing various resources (e.g., personal knowledge, blueprints, rough sketches, cost estimate books) as needed.
49.	Make rough sketches to document proposed project work (e.g., repairs, alterations, construction) to be used for planning and communication purposes.
50.	Requisition tools, building materials (e.g., lumber), supplies, equipment and other required material to ensure proper operation of carpentry shop utilizing procurement forms (e.g., purchase requisition form, written justification, bids, recycle content) per departmental operational procedures and manuals (e.g., State Administrative Manual, Departmental Operations Manual) on an on-going basis.
51.	Determine exact requirements of work (e.g., measurements, materials, supplies, tools, equipment, number of carpenters required) to develop project estimates and determine required materials and supplies involved when laying out a job.

52.	Study blueprints, sketches, building plans and work orders to prepare project layout including determining dimensions, materials and equipment required for assigned work.
53.	Measure, mark and arrange materials according to blueprints to prepare project building materials for installation and preparation for projects.
54.	Ensure worksite compliance with established safety rules and regulations to maintain a safe and clean environment.
55.	Facilitate weekly safety meetings (e.g., tailgate) with individuals on the job site (e.g., casual temporary workers, contracted vendors, departmental staff) on a regular basis to communicate job site hazards, health risk hazards (e.g., heat stress, dust) and safety requirements as per California Occupational Safety and Health Administration (OSHA) requirements.
56.	Maintain records of weekly safety meetings and the topics discussed to document compliance with State and federal Occupational Safety and Health Administration (OSHA) requirements.
57.	Conduct visual inspections of work sights to identify potential health and safety hazards.
58.	Prepare written reports (e.g., weekly progress report, work orders) related to work assignments to document work activities using document writing software (e.g., Microsoft Word).
59.	Complete paperwork (e.g., Injury and Illness Prevention Program [IIPP] training documentation) related to job requirements to comply with departmental documentation policies.
60.	Track project work using various software (e.g., Net facilities, Microsoft Project) to track costs, equipment used, project hours, and all details necessary to complete carpentry projects.
61.	Provide documentation (e.g., detailed instructions, drawings, specifications) to communicate to others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained or used.

62.	Maintain records (e.g., staff timesheets, tool and material inventory) related to work assignments to document transactions and project events, provide information for departmental use, and ensure compliance with applicable laws, rules, regulations, policies, procedures, et cetera.
63.	Plan and develop equipment usage schedules, and procedures for equipment maintenance to efficiently plan for limited resources.
64.	Provide written information to supervisors, co-workers, and subordinates by email, written directions, notes, et cetera, to communicate to others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained or used.
65.	Provide verbal information to supervisors, co-workers, and subordinates by telephone, or in person to communicate to others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained or used.
66.	Apprise management of the status and progress of project work, maintenance efforts, programs and resources.
67.	Advise the supervisor in the selection and procurement of construction materials, tools, and equipment on an on-going basis, to provide information for planning purposes in meeting the needs of the facility, and to ensure compliance with various laws, rules, regulations, codes, policies, and procedures.
68.	Coordinate with others (e.g., departmental trades people, staff, casual temporary labor, contractors, vendors) regarding construction projects, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures) to ensure the work is completed effectively and efficiently and in compliance with various laws, rules, regulations, policies, procedures, et cetera.
69.	Make arrangements with casual temporary labor or subcontractors to complete special project areas (e.g., heating, plumbing, electrical wiring work) beyond the carpenter's scope of expertise.

70.	Communicate in a professional and effective manner at all times with supervisors and others (e.g., state employees, inspectors, vendors, casual temporary labor, contractors) to provide and obtain information.
71.	Inspect various projects, to ensure proper completion of work, to meet institutional security and program needs, to provide a safe working environment, and to ensure compliance with various laws, rules, regulations, codes, et cetera, by utilizing various resources (e.g., job specifications, blueprints, institutional operational procedures, personal experience, carpentry knowledge) as needed.
72.	Inspect and monitor the work of a crew of carpenters, casual temporary employees, subcontractors and other workers engaged in construction and repair work to ensure that work is carried out according to plans and specifications, follows safety regulations, completed in a timely manner, and is properly correlated with other trades.
73.	Maintain and promote a work environment free of discrimination and harassment to produce a hostile-free workplace in accordance with departmental policies, referencing resources (e.g., Equal Employment Opportunity policies, Department Operations Manual) as needed.
74.	Resolve disagreements and conflicts between coworkers to achieve a pleasant, productive work environment.
75.	Prioritize the handling of problems or issues related to the progress of work projects or assignments to determine the best course(s) of action to mitigate the impact of such issues and/or problems.
76.	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information and statistics.