

**RIVERSIDE CITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Maintenance Mechanic – Carpenter

**BASIC FUNCTION:** Under the supervision of the Facilities Maintenance Manager, performs journey level carpentry in the building and repairs of cabinets and furniture; performs preventive maintenance and routine servicing of equipment to assure efficient operation; understands local, state, and federal building codes.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Designs, builds, and repairs cabinets and furniture for the Riverside City campus as well as district offices.
2. Installs and repairs doors and door hardware.
3. Design and build remodel projects including framing, drywall, taping and finish carpentry.
4. Performs roof repairs.
5. Install and/or replaces floor tiles.
6. Performs dry wall repairs; tool repairs; truck bed repairs; and partition repairs.
7. Concrete framing and finishing.
8. Assists with other maintenance projects related to electrical, mechanical, and plumbing as requested.
9. Installs wall coverings.
10. Builds and repairs counter tops.
11. Assists with graduation set ups.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of skilled or journeyman experience in carpentry, together with building construction and maintenance work, is required. Mechanical ability is required.

**LICENSES/CERTIFICATIONS:** Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** Tools, equipment, and materials of carpentry. Must have knowledge of building and fire and safety codes.

**ABILITY TO:** Perform manual work and to handle equipment carefully; work from blueprints and rough sketches; understand oral and written instructions; work harmoniously with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic background of city college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, vendors, suppliers, and faculty.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of carpentry and maintenance equipment. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Maintenance and carpentry environment.

The Riverside City College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.