



CITY OF CULVER CITY
invites applications for the position of:

Maintenance Carpenter

An Equal Opportunity Employer

SALARY: \$31.6211 - \$38.5940 Hourly
\$5,481.00 - \$6,689.63 Monthly
\$65,771.94 - \$80,275.52 Annually

OPENING DATE: _____, 2023

CLOSING DATE: _____, 2023 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Housing & Human Services, Planning & Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The positions assigned to this classification are responsible for performing a variety of skilled journey level carpentry, and related tasks, in the construction, remodeling, repair, and maintenance of City facilities. The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- Installs, repairs, and replaces doors, windows, floors, roofs and other structural equipment.
- Designs, builds, remodels, and repairs wooden fixtures, cabinets and office furniture. Prepares detailed drawings when necessary.
- Operates power woodworking equipment such as saws, jointers, sanders, and surface planers. Maintains these tools in proper and safe working condition.
- Cuts countertops and installs sinks.
- Installs tile ceilings and floor tiles.
- Removes partitions for remodeling.
- Performs construction involved in remodeling City buildings. Alters, repairs, and constructs a variety of building improvements such as walls, doorways, window casings, stairways, and ceilings.
- Builds and installs interior fittings such as cabinet shelves, bookcases, moldings, trim work, furniture, and wall paneling.
- Prepares surfaces of sheet rock, wood, metal, and masonry for painting.
- Installs and repairs locks, door closers and related door hardware.
- Inspects and diagnoses a scheduled job, preparing a list of all materials needed and a cost and time estimate. Assembles all the needed materials and makes necessary arrangements to complete the job.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: High School graduation or equivalent and four years of varied journey-level carpentry experience involving both new construction and carpentry work. ~~Must obtain a state certification in~~

~~asbestos training within one year after appointment. Ability to: pass a medical examination that includes a pulmonary function test.~~

Licenses and Certificates:

~~Possession of a valid California Class CB driver's license is required at time of appointment. Drivers operating commercial vehicles are subject to drug and alcohol testing.~~

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list.

COMPONENTS

Written Test (weighed at 30%): To determine knowledge and ability in carpentry. (Tentatively scheduled for _____).

Performance Test (weighed at 40%): To measure skill in the performance of carpentry tasks. (Tentatively scheduled for _____).

Appraisal Interview (weighed at 30%): To evaluate experience, training and personal qualifications. (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Applications may be filed online at:

<http://www.culvercity.org/jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
