

# Alameda County General Services Agency

invites you to apply for the position of



## Carpenter



A unique opportunity for those interested in contributing to public service in Alameda County through the General Services Agency.

To apply, please complete the application on-line at [www.jobaps.com/alameda](http://www.jobaps.com/alameda).

Application Filing Deadline: April 6, 2015  
Performance Examination: April 22 and 23, 2015  
Oral Examination: May 12, 2015

## ALAMEDA COUNTY

Located on the east side of San Francisco Bay, Alameda County is California's seventh largest county. The county employs 9,000+ full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.



## GENERAL SERVICES AGENCY

The General Services Agency aligns its mission with Alameda County's Strategic Vision to enrich the lives of Alameda County residents through visionary policies and accessible, responsive and effective services. The General Services Agency (GSA) is an Internal Services Agency, but nevertheless enjoys many opportunities for its work to directly serve and benefit both County citizens and the County's 9,000+ employees. County-wide and GSA programs are consistently recognized through national award programs in Sustainability, Energy, and Design and Construction.

Alameda County is a national leader among Counties, fostering and promoting sustainability through education and outreach. Representative projects in GSA include developing transportation initiatives to reduce driving, including using shuttles, bikes, and shared vehicles. The County Green Building Ordinance has mandated a minimum of LEED™ Silver rating for new structures since 2004, and the adoption of a Climate Action Plan for the County's operations in 2010 provides context for more innovative design and construction practices, including Net-Zero energy design. Recent representative Capital projects include the LEED-Gold rated Castro Valley Library, and the \$680M replacement of the Acute facilities at Highland Hospital, the largest capital project in the County's history.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's operating budget for 2013-2014 is over \$346 Million and it manages a capital budget in excess of \$1 Billion. The following support services are provided: Building Maintenance and Technical Services including maintenance of over 130 facilities; Architectural/Engineering Services; Construction Management; Sustainability; Energy and Environmental Management; Child Care; Real Property; Property and Salvage; Recycling; Portfolio Management; and Transportation.

Mandated Services include Purchasing; maintenance of County Veterans' Memorial Buildings; Environmental Protection/Sustainability; Waste Reduction and Recycling; implementation of the Green Building Ordinance; the County Climate Action Plan; and Hazardous Materials Abatement.

## THE POSITION

Carpenters report to a Supervisor, Carpentry, Paint and Lock Services and perform the work of a journey-level carpenter and cabinetmaker in remodeling, repairing and maintaining buildings and other structures. Assigned tasks include, but are not limited to:

- Repair doors, woodwork, fences, roofs, furniture and general building structure articles.
- Repair door locks and hinges.
- Replace glass in windows, partitions and other structures.
- Build partitions, install doors and windows, and otherwise modify existing building areas.
- Make cases, shelving, cabinets, tables, desks, counters and other wooden fixtures or furniture.
- Maintain storeroom, materials and tools in good condition.
- Sheet-rock work.
- Sharpen hand tools.

## MINIMUM QUALIFICATIONS

### Either I

The equivalent of four years' full-time experience as a Building Maintenance Worker II in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority and Consolidated Courts.)

### Or II

#### Education:

Successful completion of a recognized four-year apprenticeship in the carpentry/cabinetmaker trade.

### And

#### Experience:

The equivalent of three years' experience as a journey-level carpenter or cabinetmaker. Additional experience as a journey-level carpenter or cabinetmaker may substitute for an apprenticeship on a year for year basis.

#### License:

Possession of a valid California Motor Vehicle Operator's license.

#### Special Requirements:

- Must be able to lift up to 75 pounds safely.
- Must be able and willing to work outside in all types of weather conditions.
- Must be able to climb and work from ladders and/or scaffolding.
- Must be able and willing to work in confined areas.
- Must be able to use a respirator.
- Must be able to obtain and maintain security clearance.



## THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications for the position of Carpenter, the ideal candidate will possess the following critical attributes:

- Outstanding carpentry/cabinetmaker skills necessary to repair or maintain existing structures as well as to build cabinets, shelving, etc.
- Strong attention to detail resulting in flawless, quality product.
- Demonstrated ability to work cooperatively with all trades associated with building maintenance; a willingness to learn from others and to share knowledge.
- Commitment to exceptional customer service.
- Effectively manages time by appropriately prioritizing work enabling a high level of performance while allowing consideration for changing needs and customer demand.
- Proven safety record as demonstrated by the ability to identify safety issues and take corrective action.



## COMPENSATION

The salary for the Carpenter is \$76,190.40 annually.

The County also offers an attractive benefits program with the following elements: Retirement plan covered by the 1937 Act; Health and Dental Insurance; Vision Plan; Life/Accident Insurance; Paid Vacation and Sick Leave; Health Flexible Spending Account; Commuter Benefits; County Allowance Dollars; Holidays (11 paid plus 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

**If you have questions regarding this bulletin, please contact:**

Alicia Baptista, Departmental Personnel Officer

Email: [alicia.baptista@acgov.org](mailto:alicia.baptista@acgov.org)

Phone: (510) 208-9721