



**BUILDING MAINTENANCE  
TECHNOLOGY  
BUILDING MAINTENANCE  
TECHNICIAN - CARPENTRY  
SKILLS STANDARDS  
OD43701**

## ***COMPETENCY-BASED EDUCATION: OKLAHOMA'S RECIPE FOR SUCCESS***

### ***BY THE INDUSTRY FOR THE INDUSTRY***

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

### ***TOOLS FOR SUCCESS***

*CareerTech* relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

**Skills standards** provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

**Curriculum materials** contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

**Competency Assessments** test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

### ***MEASURING SUCCESS***

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

### ***TRUE TO OUR PURPOSE***

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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**BUILDING MAINTENANCE TECHNOLOGY  
 BUILDING MAINTENANCE TECHNICIAN – CARPENTRY  
 SKILLS STANDARDS  
 Desired Skill Level Ratings**

- Duty A: Hand Tools and Use
- Duty B: Carpentry Materials and Use
- Duty C: Fasteners and Use
- Duty D: Safety of Power Tools
- Duty E: Interpret Blue Prints
- Duty F: Calculate Material List
- Duty G: Repair/Replace Floor Covering
- Duty H: Select/Apply Paint
- Duty I: Minor Carpentry Repairs

**Desired Skill Level:** The level of training necessary for the student to be employable in the occupation specified:

- 4 – Skilled                      Can perform the task independently with no additional training
- 3 – Moderately Skilled      Has performed the task independently during training program; limited additional training may be required
- 2 – Limited Exposure        Has practiced task during training program; additional training is required to develop the skills
- 1 – No Exposure              No experience or knowledge in this area
- \* - Not Rated                 Tasks included for the benefit of the student's development only

**\*DSL = Desired Skill Level**

**DUTY A: Hand Tools and Use**

CODE	TASK	DSL
A.01	Inspect hand tools for serviceable condition	4
A.02	Select specific tools and their use	4
A.03	Maintain tools	4
A.04	Recondition chisels and screwdrivers	3

**DUTY B: Carpentry Materials and Use**

CODE	TASK	DSL
B.01	Select types of wood for specific application	3
B.02	Select grades of woods	2
B.03	Prepare surfaces for finish	3
B.04	Determine insulation requirements	2

**DUTY C: Fasteners and Use**

CODE	TASK	DSL
C.01	Select appropriate nail size and type	3
C.02	Select appropriate wall fastener/hangers for proper application	3
C.03	Select glues for specific use	3
C.04	Caulk doors and windows	3

**DUTY D: Safety of Power Tools**

CODE	TASK	DSL
D.01	Select appropriate power tool for job	4
D.02	Repair/inspect electrical cords	4
D.03	Select/inspect appropriate ladders/work platforms	4
D.04	Service/maintain power tool	3

**DUTY E: Interpret Blue Prints**

CODE	TASK	DSL
E.01	Interpret blue print/specification	3
E.02	Locate structural members by use of measuring instrument	3
E.03	Determine scale of drawing	3
E.04	Determine structural type	2
E.05	Determine type of Foundation (pier, beam, slab)	2
E.06	Determine door/window/locations	2

**DUTY F: Calculate Material List**

CODE	TASK	DSL
F.01	Formulate material list	3
F.02	Understand/calculate board feet	2
F.03	Calculate square feet	3
F.04	Check in material order	3
F.05	Calculate volume (cubic feet and yardage)	3
F.06	Compare pricing of material	3

**DUTY G: Repair/Replace Floor Finish**

CODE	TASK	DSL
G.01	Select/apply proper tile adhesive	3
G.02	Repair/replace resilient floor covering	2
G.03	Repair floor squeaks	2
G.04	Prepare/install carpet	2
G.05	Repair floor finish: (ceramic, grout, hardwood, carpeting, tile)	2

**DUTY H: Select/Apply Paint**

CODE	TASK	DSL
H.01	Select proper type of paint (oil base and latex)	3
H.02	Prepare surface	3
H.03	Select equipment needed	3
H.04	Interpret manufacturers' specifications	3
H.05	Finish wood surface <ul style="list-style-type: none"> <li>• Apply paint with brushes, rollers, and paint pads</li> </ul>	3
H.06	Calculate area to be covered	2
H.07	Determine amount of paint required	2
H.08	Stain bare wood	2

**DUTY I: Minor Carpentry Repairs**

CODE	TASK	DSL
I.01	Replace/repair damaged drywall	4
I.02	Repair damaged roof	3
I.03	Repair/replace of broken locks, hinges	3
I.04	Replace screens in doors/windows	3
I.05	Replace section of trim molding	2
I.06	Spot repair stucco	2
I.07	Repair/replace wall/surface covering	2
I.08	Repair/replace broken window	3
I.09	Repair/refurbishing furniture	2
I.10	Apply wood, metal, and furniture finishes	2
I.11	Locate/determine/correct energy losses	2