

Jurisdictional Class: Non-Competitive
Adopted: July 19, 1971
Revised: May 3, 2010

CARPENTER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for efficient performance of a variety of carpentry tasks requiring a good knowledge of the trade. General instructions are received regarding tasks to be performed, permitting wide leeway for planning the details of each assignment. Supervision may be exercised over the work of helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Repairs cabinets, desks, chairs, tables, and other office equipment;
Repairs windows, floors, stair rails, and hangs doors;
Constructs and installs cabinets, bookcases, shelves, closets, and bulletin boards;
Replaces window glass and cords;
Installs insulation;
Installs new doors and outfits them with the proper hardware;
Installs floors including sub-flooring and finish materials;
Installs complete ceiling materials (suspended ceiling structures, sheetrock, tile, etc.);
Makes repairs to most types of roofing;
Sands and refinishes floors, desks, woodwork, chairs, and tables;
Maintains an inventory of lumber and supplies and orders necessary materials for projects;
Operates various power wood working machines;
Maintains a daily record of work performed;
May operate trucks, automobiles and other motorized equipment;
May lead and participate in mixing cement, laying bricks, sheetrocking walls, finishing concrete, and other masonry work;
Conducts inspections of certain parts of the buildings and properties as directed;
May prepare cost estimates for general building construction, maintenance, and repair projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the practices, tools, terminology, and safety precautions of the trade;
Skill in the application of such knowledge to work assignments;
Knowledge of state and local building codes;
Ability to work from plans, specifications, and rough sketches;
Ability to operate common power wood working equipment and tools;
Ability to plan and work independently;
Ability to get along well with others;
Good motor and hand and eye coordination;
Manual dexterity.

MINIMUM QUALIFICATIONS: Two (2) years of satisfactory experience as a carpenter at the journey level.