



Office of Human Resources
Carpenter - CJ2493
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General Statement of Duties

Performs full performance level carpentry work in construction, maintenance, and repair of building structures, furniture, and fixtures.

Distinguishing Characteristics

This class performs full performance level carpentry work. This class is distinguished from a Master Trades worker that performs licensed skilled trades maintenance, repair, and/or installation work in at least two skilled trades requiring multiple journey licensure or certification or pulls permits for an agency. The Carpenter is also distinguished from the Construction and Maintenance Supervisor that performs supervisory duties over skilled and semi-skilled trades workers involved in the construction, maintenance, and repair of City facilities.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Constructs, repairs, and maintains buildings, counters, cabinets, furniture, and other fixtures.

Repairs or replaces windows, doors, ceilings, floors, and wooden wall coverings.

Operates and maintains power saws, drill presses, jointers, shapers, and other related power and hand tools.

Works from blueprints and drawings in constructing and repairing woodwork.

Inspects facilities and equipment to determine installation, maintenance, and repair needs.

Estimate materials, labor, and equipment costs.

Applies productivity time guidelines and other required data to work repair forms, maintains records, and prepares daily activity reports.

By position, trains and leads the work of apprentices and assigned personnel.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of materials, methods, and the appropriate tools to construct, install, finish, or repair wooden objects or structures.

Knowledge of materials, methods, and appropriate tools to construct objects, structures, and buildings.

Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Completion of a recognized apprenticeship program in carpentry or three (3) years of experience at the apprentice level in carpentry.

Education & Experience Equivalency

None

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.
 Potential exposure to dust
 Potential exposure to extreme temperature changes
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
 Potential exposure to hazardous/toxic chemicals
 Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat
 Potential exposure to odorous chemicals
 Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illness).
 Extreme cold conditions
 Handles emergency or crisis situations
 Noise sufficient to cause distraction or possible hearing loss
 Personal Safety: aware of surroundings, people, and events
 Pressure due to multiple calls and inquiries
 Subject to burns and cuts
 Subject to electrical and radiant energy hazards
 Subject to hazards of flammable or explosive gases
 Subject to injury from moving parts of equipment or vehicles
 Subject to vibrations and strain on the body to cause bodily harm if endured daily
 Temperature Changes: variations in temperature from hot too cold.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing: ascending or descending objects usually with hands/feet.
 Color vision: ability to distinguish and identify different colors.
 Crawling: moving about on hands and knees or hands and feet.
 Crouching: bending body downward and forward by bending legs.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working with hand(s).
 Handling: seizing, holding, grasping, or otherwise working with fingers.
 Hazards: conditions where there is danger to life, body and/or health.
 Hearing/Talking: hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Kneeling: bending legs to come to rest on one or both knees.
 Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
 Mathematical reasoning:

Memorization:

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: moving neck upward/downward.

Oral comprehension:

Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.

Pulling: exerting force upon an object so that it is moving to the person.

Pushing: exerting force upon an object so that it is moving to the person.

Reaching: extending the hand(s) and arms(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).

Standing: remaining on one's feet in an upward position.

Stooping: bending the body by bending the spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-617

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: