



**CARPENTER**

**SCOPE OF WORK:**

Individuals assigned to positions in this series construct and repair structural woodwork from blueprints, drawings, or verbal instructions.

**DUTIES PERFORMED AT ALL LEVELS:**

- Build structures such as fences, scaffolds, and forms.
- Use and maintain hand tools and power equipment according to accepted safety practices.
- Install glass in windows, doors, and partitions.
- Replace damaged floor tiles, ceiling tiles, and wall coverings.
- Build cabinets and other wood items in the carpenter shop.
- Install window shades, blinds, wall fans, door locks, etc.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**CARPENTER I**  
**GRADE F\***

8221

**LEVEL DEFINITION:**

Individuals in positions at this level perform routine activities associated with the construction and maintenance of structural wood. Work is performed under close supervision on a continuing basis or in the process of completing an apprenticeship program in the carpentry trade.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires a high school diploma or GED.

CLASS CODES: 8221  
8222  
8223

ND Class Description  
Carpenter

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**CARPENTER II**  
GRADE H\*

8222

**LEVEL DEFINITION:**

Individuals in positions at this level perform carpentry activities at the full working level and under general direction.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Build and repair tables, benches, cabinets, counters, etc.
- Do hand and bench work in the carpenter shop.
- Select specified types of lumber and other materials.
- Perform finish carpentry.

**MINIMUM QUALIFICATIONS:**

Requires the completion of a vocational program at an accredited college or skill center, or two years of work experience as a carpenter.

**CARPENTER III**  
GRADE I\*

8223

**LEVEL DEFINITION:**

Individuals in positions in this class perform work activities associated with supervising staff involved in the construction, repair, and maintenance of building structures and fixtures.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Estimate time, labor, and material costs for projects.
- Prepare working drawings of projects.
- Requisition project material.
- Schedule and supervise in-shop repair and construction projects.
- Plan, schedule, and supervise the alteration, repair, and maintenance of buildings, structures, and fixtures.
- Supervise and coordinate the work activities of all trades involved in the construction and repair of wooden structures.

ND Class Description  
Carpenter

CLASS CODES: 8221  
8222  
8223

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MINIMUM QUALIFICATIONS:

Requires four years of experience as a journeyman carpenter.

Eff. Date: 07/74 – Maintenance Carpenter I, II

Rev: 07/76 – Added 3<sup>rd</sup> level and changed title

Rev: 08/92 – Administrative factoring project, pay line exception\*

Rev: 03/98 – Rewritten in current format

Rev: 11/05 – Paygrade exception and class evaluation factoring

Rev: 07/12 – Conversion to Hay System