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

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.
CARPENTER II
GRADE H*

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*

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 materiel costs for projects.
- Prepare working drawings of projects.
- Requisition project materiel.
- 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.
MINIMUM QUALIFICATIONS:

Requires four years of experience as a journeyman carpenter.

Eff. Date: 07/74 – Maintenance Carpenter I, II
Rev: 07/76 – Added 3rd 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