

## **CARPENTER**

Code No. 4-11-007  
NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a skilled journeyman level trades position responsible for performing a wide variety of woodworking that involves constructing, erecting, installing and repairing structures and fixtures, including rough and finish carpentry work for buildings and furnishings. Work may be conducted during nights and weekends. Work is performed in accordance with applicable health and safety standards such as the Occupational Safety and Health Administration (OSHA). The employee reports directly to and works under the general supervision of a higher-level tradesperson or senior staff person with leeway allowed for planning the details of assignments.. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs skilled rough and finish carpentry work in conjunction with the maintenance and repair of buildings;

Coordinates carpentry work with other on-site trades;

Operates hand and power tools in a shop or on-the-job site;

Uses blueprints, sketches and drawings to estimate material needs, obtain materials and plan work;

Maintains tool and shop area;

Fabricates and repairs furnishings such as shelving, bookcases, worktables, counters, woodwork (trim, baseboards, jambs and sills), doors and windows, matching new work to old;

Hangs doors, and installs hardware, hangs or repairs railings, installs drywall, ceilings and ceiling tile.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the methods, materials, tools and equipment used in carpentry; good knowledge of the health and safety regulations as relating to the carpentry trade including OSHA; good knowledge of the types and varieties of carpentry tools and materials including types of wood and composite materials; good knowledge of basic math; working knowledge of applicable building codes; ability to estimate material and labor costs; ability to perform accurate measurements ; ability to read blueprints, drawings and sketches; ability to kneel, bend, twist, crouch and crawl; ability to work outside, at heights and in all weather conditions, in cramped/awkward locations, from ladders and scaffolding; ability to communicate orally and in writing; ability to establish and maintain effective working relationships; ability to understand and follow oral and written directions; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Five (5) years paid full time or its part time equivalent carpentry experience that involved layout, cutting and shaping wood or composite materials using hand and power tools and

joining materials with nails, screws, staples or adhesives, and checking and adjusting work accuracy; OR,

(B) Two (2) years paid full time or its part time equivalent journeyman-level work in the carpentry trade; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**REVISED:** December 4, 2008

**REVISED:** March 8, 2012