



Career Service Authority

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Carpenter

GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

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.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Integrity/Honesty - Contributes to maintaining the integrity of an organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

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

Eye-Hand Coordination – Accurately coordinates one's eyes with one's fingers, wrist, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Agility – Bend, stretches, twists, or reaches out with the body, arms, or legs.

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

Stamina – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

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.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

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.

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

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.

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

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

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

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

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

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

Crouching: bending body downward and forward by bending legs.

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

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: Raising or lowering an object 25-50 pounds. By position, may lift more than 50 pounds.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to hazardous chemicals.
Exposed to hazards from electro/mechanical/power equipment.
Exposed to toxic chemicals.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to injury from moving parts of equipment.
Works in precarious or high locations (ladders, scaffolding, etc.).

Education Requirement:

Graduation from high school or possession of a GED certificate.

Experience Requirement:

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

Licensure and/or Certification:

By position, possession of a valid Colorado Commercial Driver's License (CDL) "B" with appropriate endorsements supplemented by a good driving record prior to the end of the probationary period.

By position, possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/12/2009

REVISED BY: Patricia Anderson

CLASS HISTORY 7/2009 - This class was revised and updated and put in the new class specification format.