



Office of Human Resources  
Carpenter - CJ2493  
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### General Statement of Duties

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

### Distinguishing Characteristics

This class is distinguished from other trades areas by the specialty of the work and minimum qualifications.

### Essential Duties

Constructs, repairs, and maintains buildings, counters, cabinets, furniture, glazing, 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.

By position, participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### **Level of Supervision Exercised**

By position, performs lead work.

### **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 in carpentry.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **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: Ability to move quickly and easily.  
 Balancing: Maintaining equilibrium.  
 Carrying: Transporting or moving an object.  
 Climbing: Ascending or descending an object or ladder.  
 Color vision: Ability to distinguish and identify different colors.  
 Crawling: Moving about in a low or crouched position.  
 Crouching: Positioning body downward and forward.  
 Depth Perception: Ability to judge distances and space relationships.  
 Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
 Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
 Field of Vision: Ability to sharply detect or perceive objects peripherally.  
 Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.  
 Fingering: Picking and pinching, through use of fingers or otherwise.  
 Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
 Hazards: Conditions where there is danger to life, body and/or health.  
 Hearing: Perceiving and comprehending the nature and direction of sounds.  
 Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.  
 Hiking: Moving about on uneven surfaces, and at high altitude.

Jogging: Ability to transport oneself over a two-mile distance at an efficient speed.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Neck Flexion: Perceiving objects located above or below.  
Oral Comprehension: Ability to discern the meaning of oral speech.  
Physical Strength: Exerts force to transport objects of 50 pounds or more.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Running: Quickly traverse a distance of over 50 yards.  
Running: Quickly traverse a distance of under 50 yards.  
Running: Ability to quickly pursue an animal for 60 seconds.  
Sitting: Remaining in a stationary position.  
Stamina: Ability to work over long periods of time without tiring.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision: Ability to perceive animal behavior, comprehend signs, and detect color.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Walking: Ability to move or traverse from one location to another.  
Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: NE-15**  
**FLSA Code: N**  
**Established Date: 7/4/2021**  
**Established By: BM**  
**Revised Date: 6/25/2023**  
**Revised By: BM**  
**Class History: 6/25/2023- Pay grade revised as a result of CN1774.**