

**DEPARTMENT:** All  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JUNE 21, 2010

## CARPENTER

**DISTINGUISHING FEATURES OF THE CLASS:** Works under supervisor of maintenance who assigns work and inspects for completion and efficiency; may supervise helper when assigned. Performs duties of general carpenter such as laying out and building bookcases, shelves, partitions, concrete forms, roofing and flooring and installing, removing and repairing doors and windows; does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Lays out and build bookcases, shelves, partitions, concrete forms, roofing, flooring, ceilings;
2. Installs, removes, and repairs doors, locks, and windows, storm, screen and regular;
3. Estimates materials needed, chooses correct materials, estimates costs and requisitions stock;
4. Operates hand and power tools of the trade, such as table saws, band saws, planers, sanders, drill presses and grinders;
5. Repairs or replaces window panes, venetian blinds, filter bed troughs and tool blades, disks and belts;
6. Performs normal and major renovation projects.

### **FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the common practices, tools, terminology and accident precautions of the trade; preferable some knowledge of the locksmith's trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to operate common woodworking equipment; ability to rig and work from scaffolds; ability to lay out work for self and others; good motor and hand and eye coordination; manual dexterity; good physical condition.

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

**AND:** 1. Two (2) years of experience as a carpenter with experience in major building construction and renovation; fine carpentry; or cabinet-making;

**OR:** 2. Any equivalent combination of experience and training sufficient to indicate ability to do the work.

### **SPECIAL REQUIREMENT:**

Journeyman papers in carpentry is required for appointment in Niagara County only.