

Class Title: Carpenter I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Builds repairs and restructures various buildings and plants. Draws and deciphers blueprints, orders materials, performs general woodworking, painting and varnishing. Ensures facility conformance. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs general construction and maintenance to the interior and exterior of various buildings and plants by measuring, cutting and placing materials in areas to be repaired or resurfaced, repairing, replacing and making alterations to building components, reading and drawing blueprints to determine material requirements and collecting and delivering materials from the lumber company to job site.
2	L	Ensures facility conformance by inspecting and surveying facilities and grounds and meeting with contractors to inspect warranty work.
3	H	Performs other duties by supporting special events, installing bleachers, inspecting and installing playground equipment, delivering and inspecting heavy equipment, operating heavy equipment, assisting other shops and installing field goals.
4	VH	Maintains interior and exterior of facilities. This includes, but not limited to repair/replacement/alterations to windows, doors, locksets framed and masonry walls, modular systems, flooring, ceilings, carpet, cabinets, siding, roofs, flagpoles, foundations, boat ramps, finger piers, sidewalks, signage, fencing, bleachers, benches, playground equipment and other building components.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, office processes, and routine operation of machinery. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read sketches or blueprints, directions, manuals, standard operating procedures, general correspondences, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write measurements and job completion reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Installation of materials, repair and maintenance
Sitting	R	Reading blueprints
Walking	F	To/from machines
Lifting	F	Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding
Carrying	F	Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding
Pushing/Pulling	F	Lumber, power saw or tools
Reaching	O	Putting ceiling molding on
Handling	F	Tools, lumber, wood working tools, blueprints, measuring devices, instructions, paint, varnish, nails, hammer, molding
Fine Dexterity	C	Using tools, drawing plans, writing
Kneeling	O	Sanding, general repair or maintenance
Crouching	O	Sanding, cutting, general repair or maintenance
Crawling	N	
Bending	O	Retrieval of tools or materials
Twisting	O	Retrieval of tools or materials
Climbing	O	Ladders
Balancing	O	On ladder
Vision	C	Use of power tools, general repair or maintenance, taking measurements, reading instructions, driving
Hearing	C	Co-workers, staff, supervisors, vendors, various City personnel, meetings
Talking	O	Co-workers, staff, supervisors, vendors, various City personnel, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Table saw, electric miter saw, joint planer, electric sander, drills, electric planer, saber saw

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety goggles, mask

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	R
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)