

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

# Class Title: Carpenter II

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs skilled carpentry and maintenance. Schedules and supervises employees. Performs design, repair and fabrication of specialized items.

**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	L	Manages the unit by assigning, scheduling and supervising employees, evaluating personnel, coordinating with contractors, inspecting work of contractors, reviewing work orders, allocating resources, ensuring adherence to federal guidelines, and providing training.
2	H	Performs maintenance by repairing doors, windows, roofs, or other items deemed necessary, designing and fabricating customized furniture, forms, scaffolding, and other items for city parks and civic facilities.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Four years experience in carpentry field. One year of supervisory experience.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read work orders, reports, contractor bids, email, invoices, catalogs, purchase orders and requisition forms, questionnaires, warranties, blueprints, MSDS installation procedures and maintenance or repair manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and carpentry formulas.
Writing	Work requires the ability to write weekly or daily reports, work orders, performance evaluations, bid requests or request for proposals, general correspondences, memorandums and letters.
Managerial	Managerial responsibilities include working with shop manager to schedule and coordinate work schedules for employees and contractors and maintenance of City properties.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
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. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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**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	Repair or maintenance work, inspections, observations, supervision, installation of materials
Sitting	F	Computer, desk work, carpentry, driving
Walking	F	Inter-office, to/from job site, on job site
Lifting	F	Carpentry supplies, equipment, and tools
Carrying	F	Carpentry supplies, equipment, and tools
Pushing/Pulling	F	Tools, materials
Reaching	F	Carpentry supplies, equipment, and tools
Handling	F	Carpentry supplies, equipment, and tools
Fine Dexterity	F	Computer keyboard, calculator, writing, use of power tools
Kneeling	F	Repairing base boards, floors
Crouching	F	Repairing base boards, floors
Crawling	O	Inspecting under buildings
Bending	F	Picking up tools and materials
Twisting	F	Picking up tools and materials
Climbing	F	Ladders
Balancing	F	On ladders
Vision	C	Computer, reading, supervision, performing maintenance, inspections
Hearing	C	Telephone, co-workers, staff, supervisor, contractors, vendors, meetings
Talking	C	Telephone, co-workers, staff, supervisor, contractors, vendors, meetings
Foot Controls	F	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Power saws, drills, routers, sanders, air mailers, hand tools, computer, Microsoft Windows and Office software, QBIC Management System

**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	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

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

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hearing and eye protection, hard hats, gloves, protective rain gear, steel toed boots

**NON-PHYSICAL DEMANDS:**

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

- (3)