

Carpenter

SUMMARY/PURPOSE

To perform skilled carpentry work, including building and repairing City structures and assisting with various types of construction projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled rough and finished carpentry work involved in construction, maintenance, and repair to City facilities.
2. Perform work to lay out, cut, fit, and join lumber or metal studs to construct the framework for a variety of structures.
3. Perform work to apply sheathing for walls and roofs.
4. Inspect buildings to determine needed repairs, take dimensions, and estimate the cost of building materials.
5. Purchase necessary materials and supplies.
6. Perform work to hang doors and install window sashes.
7. Perform work to lay finished flooring.
8. Make or install paneling and trim by sawing, fitting, and nailing.
9. Make or install cabinets, shelving, bookcases, moldings, dry wall, and corner beads.
10. Install and repair rock, metal, and wood laths.
11. Construct porches, stairways, and concrete forms.
12. Operate woodworking machinery such as sanders, planners, lathes, joiners, and power saws.
13. Organize and direct the activities of assigned personnel.
14. Determine priorities and coordinate schedules to ensure completion of work.
15. Monitor worksites to ensure compliance with established methods, guidelines, and procedures.
16. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.
17. Assist other journeypersons as necessary.
18. Attend related training sessions.
19. Perform work to keep tools clean and in good operating condition.
20. Ensure a safe working environment.
21. Perform work to erect ladders, scaffolds, and clean up worksites.
22. Solicit bids for assigned projects and coordinate the work of contractors as necessary.
23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of four (4) years of full-time, verifiable professional experience as a journeyperson carpenter as a primary responsibility.

2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Knowledge of the Uniform Building Code.
 - B. Knowledge of applicable OSHA safety regulations.
 - C. Extensive knowledge of materials, tools, equipment, and practices used in the carpentry trade.
 - D. Extensive knowledge of the qualities of various woods and their adaptability and uses.
 - E. Knowledge of the proper application of metal studs in framework.
 - F. Knowledge of effective supervisory principles and practices.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in reading and interpreting blueprints and schematic drawings.
 - B. Skill in operating hand and power tools and maintain them in proper operating condition.
 - C. Skill in performing mathematical calculations in order to estimate the cost of materials and determine appropriate building measurements.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to recognize safety hazards and use appropriate precautions.
 - B. Ability to lead and train others.
 - C. Ability to work independently with little supervision.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to set priorities and complete assignments on time.
 - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB: 03/01/2022	Class No: 5206
WC: 5403	Pay:	EEOF: Housing	CC:	Resolution:

CARPENTER

Carpenter

SUMMARY/PURPOSE: ~~Perform~~

To perform skilled carpentry work, including building and repairing City structures and assisting with various types of construction projects.

FUNCTIONAL AREAS:

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled rough and finished carpentry work involved in construction, maintenance, and repair to City facilities.
2. *A. Perform work to lay out, cut, fit, and join lumber or metal studs to construct the framework for a variety of structures.
3. *B. Perform work to apply sheathing for walls and roofs.
4. *C. Inspect buildings to determine needed repairs, take dimensions, and estimate the cost of building materials.
5. *D. Purchase necessary materials and supplies.
6. *E. Perform work to hang doors and install window sashes.
7. *F. Perform work to lay finished flooring.
8. *G. Make or install paneling and trim by sawing, fitting, and nailing.
9. *H. Make or install cabinets, shelving, bookcases, moldings, dry wall, and corner beads.
10. *I. Install and repair rock, metal, and wood laths.
11. *J. Construct porches, stairways, and concrete forms.
12. *K. Operate woodworking machinery such as sanders, planners, lathes, joiners, and power saws.
13. Organize and direct the activities of assigned personnel.
14. *A. Determine priorities and coordinate schedules to ensure completion of work.
15. *B. Monitor ~~work sites~~ worksites to ensure compliance with established methods, guidelines, and procedures.
16. *C. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.
- ~~1. Perform other related work as required.~~
17. *A. Assist other journeypersons as necessary.
18. *B. Attend related training sessions.
19. *C. Perform work to keep tools clean and in good operating condition.
20. *D. Ensure a safe working environment.
- ~~*E. Perform work to clean up work sites.~~
21. *F. Perform work to erect ladders and scaffolds and clean up worksites.
- ~~*G. Maintain required records.~~
- ~~*H. Perform other related tasks as assigned.~~

- 22. Solicit bids for assigned projects and coordinate the work of contractors as necessary.
- 23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education ~~and~~ Experience Requirements

- A. ~~**A.~~ A minimum of four (4) years of full-time, verifiable professional experience as a journeyperson carpenter; or as a primary responsibility.
- ~~**B.~~ A combination of education and experience that may be accepted as equivalent.

2. License ~~Requirement~~ Requirements

- A. ~~**A.~~ Possession of Possess and maintain a valid State of Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

3. Knowledge Requirements

- A. ~~**A.~~ Knowledge of the Uniform Building Code.
- B. ~~**B.~~ Knowledge of applicable OSHA safety regulations.
- C. ~~**C.~~ Extensive knowledge of materials, tools, equipment, and practices used in the carpentry trade.
- D. ~~**D.~~ Extensive knowledge of the qualities of various woods and their adaptability and uses.
- E. ~~**E.~~ Knowledge of the proper application of metal studs in framework.
- F. ~~**F.~~ Knowledge of effective supervisory principles and practices.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. ~~**A.~~ Skill in reading and interpreting blueprints and schematic drawings.
- ~~3.B.~~ B. Skill in operating hand and power tools and maintain them in proper operating condition.
- C. ~~**C.~~ Skill in performing mathematical calculations in order to estimate the cost of materials and determine appropriate building measurements.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time.
- F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ~~**A. Ability to communicate effectively in both written and oral form.~~
- A. ~~**B. Ability to recognize safety hazards and use appropriate precautions.~~
- B. ~~**C. Ability to attend work on a regular lead and reliable basis train others.~~
- ~~**D. Ability to understand and follow oral and written instructions.~~
- ~~**E. Ability to plan, assign, and supervise the work of assigned personnel.~~
- ~~**F. Ability to lift and/or carry building supplies and tools such as a 100 pound solid core door.~~
- ~~**G. Ability to erect scaffolding and ladders in a safe manner.~~
- ~~**H. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.~~
- C. ~~**I. Ability to work independently with little supervision.~~
- ~~**J. Ability to work outdoors year round.~~
- D. ~~**K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- E. ~~Ability to transport oneself to, from, and around work sites communicate and interact effectively with members of the public.~~
- F. ~~**L. Ability to climb communicate effectively both orally and carry tools, equipment, and materials up ladders, and to work in high places writing.~~
- G. ~~**M. Ability to stand, walk, kneel, crouch, stoop, understand and crawl as needed to perform work activities follow instructions.~~
- H. ~~**N. Ability to problem-solve a variety of situations.~~
- I. ~~Ability to set priorities and complete assignments on time.~~
- J. ~~Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work on-call after completion of regular assigned work hours environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

~~*Essential functions of the classification.~~

~~**Minimum classification requirements necessary on the first day of employment.~~

HR: <u>KGLD</u>	Union: Basic	EEOC: Skilled Craft Workers	CSB: <u>20021418</u>	Class No: 5206
WC: 5403	Pay: <u>29</u>	EEOF: Housing	CC: <u>20021202</u>	Resolution: <u>02-0788R</u>