

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005762

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Carpenter 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt  
If FLSA Exempt, exemption type

Bargaining Unit 06  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 3:00 p.m. TO: 1:30 a.m. Report in location subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| %  | Job Duties in Order of Importance   | Knowledge, Skills & Abilities  |
|----|---|--|
| 80 | Performs rough & finished interior & exterior carpentry work to construct, repair & install property (e.g., cabinets, formica tops, play equipment, doors, shelves, desks & bulletin boards) in General Services Division & other agencies: makes building maintenance repairs & alterations; tears down old construction; builds scaffolding; remodels office; builds partitions; repairs roofs, floors, ceiling, stairs & other property as assigned; may lift, push, pull or otherwise move up to 100 lbs; performs hand & bench work in carpentry shop; wears appropriate protective clothing (e.g., hard hat, leather apron, goggles, respirator, steel-toed shoes & cotton uniforms) to operate hand & power wood working equipment (e.g., planners, jointers, power saws & other wood-working tools & machinery); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; may-be required to wear pager &/or carry cell phone. | Knowledge of (1) first aid & industrial safety regulations/procedures (OSHA & PERRP) relating to job duties*; (2) carpentry work; (3) basic mathematics; (4) local, state, & federal regulations, policies & procedures (i.e., building codes, safety codes, regulations, shop rules & regulations)*<br>Skill in (5) operation of carpentry hand & power tools & associated equipment (e.g., planer, jointers, power saws, drills, routers, hammers, air nailers, woodworking machinery).<br>Ability to (6) apply principles to solve practical, everyday problems; (7) read work instructions & blueprint; (8) maintain accurate records; (9) walk & bend continuously; (10) lift, push, pull or otherwise move up to 100 lbs; (11) move limbs/fingers easily to perform manual functions repeatedly; (12) move whole body in continuous or heavy labor; (13) complete forms & other paperwork associated with logging & ordering supplies & materials. |
| 20 | Under general supervision, performs variety of skilled & semi-skilled maintenance, replacement, minor installations & work in various trades(e.g., plumbing, painting, electrical) while working cooperatively with other maintenance personnel: repairs toilets; builds concrete forms; moves furniture; paints walls, room items & other objects; operates vehicles; maintains snow & ice removal equipment, grass mowing equipment & related lawn care equipment (e.g., chain saws, weed whackers, trimmers, pruners); makes minor repairs to plumbing fixtures; changes incandescent & LED lamps & florescent tubes.  | Knowledge of 1*, 2, 3, 4*<br>Skill in 5<br>Ability to 6, 7, 8, 9, 10, 11, 12, & (14) obtain & maintain valid driver's license.<br><br>*developed after employment.   |

JOB CODE TITLE  
Carpenter 1

JOB CODE  
52241

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Chris Selehja*

11/24/14

*Apd 11.24.14 (ce)*