POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS106495		
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	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Carpenter 1	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: 4:00 p.m. TO: 12:30 a.m. Report in location subject to change

JOB CODE TITLE Carpenter 1

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 woodworking tools & machinery); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; maybe 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)* Skill in (5) operation of carpentry hand& power tools & associated equipment (e.g., planer, jointers, power saws, drills, routers, hammers, air nailers, woodworking machinery). 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* Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12, & (14) obtain & maintain valid driver's license. *developed after employment.

JOB CODE 52241

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8/7 2013

apd 8-30-13