

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Facilities Management Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Carpenter

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005777 (17607.0) Air Quality Technician Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
90	<p>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 offices, builds partitions, repairs roofs, floors, ceilings, 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., planers, jointers, power saws & other woodworking tools & machinery).</p>	<p>Knowledge of (1) first aid & industrial (e.g., OSHA) safety regulations/procedures 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) use of carpentry hand & power tools & associated equipment (e.g., planer, jointers, power saws, hammer, woodworking machinery). Ability to (6) apply principles to solve practical, everyday problems; (7) read work instructions & blueprints; (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.</p>
10	<p>Performs support duties assisting in other trade areas related to carpentry: cleans shop, oils & cleans equipment; sharpens tools; repairs toilets; builds concrete forms; paints; moves furniture; operates vehicles & grounds-keeping equipment; fabricates, repairs & installs door framings, casings, locks, keys, hinges, panic bars, brackets & windows; replaces screen & window glass & installs window air conditioners & door closures; completes paperwork for purpose of logging & maintaining inventory of materials used to perform carpentry work.</p>	<p>Knowledge of 1, 2, 3, 4, (13) inventory control. Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12, (14) complete forms & other paperwork associated with logging & ordering supplies & materials; (15) obtain & maintain valid driver's license.</p> <p>*developed after employment</p>

POSITION NUMBER
20005762 (17310.0)

JOB CODE TITLE
Carpenter I

JOB CODE
52241

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven /aw

7/31/08

apd 8-5-08 ak