100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106440

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005763

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Carpenter 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005779 Building Maintenance Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 06

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

JOB CODE TITLE: Carpenter 1

JOB CODE: 52241

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	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, 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); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	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.
10	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 closers; completes paperwork for purpose of logging & maintaining inventory of materials used to perform carpentry work.	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.
	This position has been designated as essential.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 8/4/09

Appl 8-11-09 cl