POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Carpenter 2	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: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB CODE TITLE Carpenter 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Serves as lead worker & performs skilled carpentry work: provides work direction & training over lower-level carpenters &/or trades workers; designs, fabricates, repairs & installs wood products (e.g., cabinets, Formica tops, partitions, shelves & signs); makes repairs & alterations to buildings (e.g., floors, stairs, door frames, windows, walls, rafters & roofs); completes rough & finished carpentry work using skilled hand & bench tools; 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) employee training & development; (2) first aid & industrial safety regulations/procedures (OSHA & PERRP) relating to job duties*;(3) carpentry work; (4) basic mathematics; (5) local, state, & federal regulations, policies & procedures (i.e., building codes, safety codes, regulations, shop rules & regulations)* Skill in (6) operation of carpentry hand& power tools & associated equipment (e.g., planer, jointers, power saws, drills, routers, hammers, air nailers, woodworking machinery). Ability to (7) apply principles to solve practical, everyday problems; (8) read work instructions & blueprint; (9) maintain accurate records; (10) walk & bend continuously; (11) lift, push, pull or otherwise move up to 100 lbs; (12) move limbs/fingers easily to perform manual functions repeatedly; (13) move whole body in continuous or heavy labor; (14) complete forms & other paperwork associated with logging & ordering supplies & materials.
20	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 2*, 3, 4, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13 & (15) obtain & maintain valid driver's license. *developed after employment.

JOB CODE 52242

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		7/22/2013

appl 7-23-13