

## CARPENTER I

### NATURE AND VARIETY OF WORK

This is entry level manual skilled work in the construction/repair/maintenance of County owned and leased buildings. Incumbents perform routine to less complex skilled carpentry tasks in the new construction and remodeling of County owned and leased buildings and structures. Assignments are received in the form of oral or written work orders which may be accompanied by sketches, pencil layouts or blueprints. Work is done under close supervision in accordance with departmental rules and regulations.

Upon the satisfactory completion of the probationary period, position incumbents may be promoted to Carpenter II level at the discretion of management.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine less complex carpentry work in the (new) construction/repair/maintenance of County buildings (i.e., floor, walls, doors, partitions, stairways, etc.).

Procures (from stock, requisitions, buys) materials, tools, equipment, and supplies for fabrication/construction/maintenance projects.

Investigates service requests/complaints from the building occupants/management/general public; determines appropriate action; resolves complaint.

Measures dimensions to determine basic mathematical computations in order to conduct structural design analysis; calculates each item as cubic yards, square feet/yards, etc., for quantities of materials to make cost estimates/projections/statistics.

Plans/schedules work activities of subordinate trade and labor personnel to determine employee, material requirements and the appropriate work methods to be used on a construction/maintenance project.

Makes on-site renovation/new construction inspections according to blueprints in order to monitor the progress and workmanship of projects during the various stages of development.

Confers/coordinates with engineers, architects, contractors, inspectors and other agencies

in order to explain, clarify and resolve actual/potential problems relative to construction projects and to initiate appropriate actions that will gain compliance with project engineering plans/construction blueprints, specifications, policies and procedures.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, practices, tools, equipment and materials used in a variety of building construction/maintenance/ alteration and repair projects.

Knowledge of the occupational hazards and necessary safety precautions and regulations applicable to construction and maintenance work.

Ability to read and interpret work assigned from sketches, layouts and blueprints.

Ability to communicate effectively both orally and in written form.

Ability to establish and maintain effective working relationships with employees and the public.

#### MINIMUM QUALIFICATIONS

Completion of high school (or vocational high school) with work experience in one or more of the carpentry trades; or an equivalent combination of experience training or education which provides the required knowledges, skills and abilities.

#### CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 10/88