

CARPENTER II

NATURE AND VARIETY OF WORK

This is full performance level skilled craft work in the construction/repair/maintenance of County owned and leased buildings. Work of this class involves responsibility for performing the full range of skilled carpentry tasks in the 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 performed under the general supervision of higher level skilled crafts and trades personnel in accordance with departmental policies, rules and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of 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 actions; resolves complaints.

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 and material requirement 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 plus one (1) year of responsible work experience in one 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