

**CARPENTER**

**TOMPKINS COUNTY**

<b>Department</b>	<u>All Civil Divisions</u>
<b>Classification</b>	<u>NC per NYS CSC 11/19/01</u>
<b>Labor Grade</b>	<u>K (11)</u>
<b>Approved</b>	<u></u>
<b>Revised</b>	<u>12/01; 12/02</u>
<b>By</b>	<u>HH, Commissioner of Personnel</u>
<b>BBP Risk Factor</b>	<u>2</u>

**DISTINGUISHING FEATURES OF THE CLASS:** A carpenter is required to perform a wide variety of rough and finish carpentry in an efficient and skillful manner. An incumbent in this class is also required to have a working knowledge of some of the other skilled trades as he or she may be called upon to perform the occasional odd job requiring the usage of a variety of skills. The incumbent works under general supervision with considerable leeway allowed for the exercise of independent judgment when planning and carrying out the details of each job. Immediate supervision may be exercised over the work of laborers. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Must be capable of performing all aspects of carpentry work such as framing, building forms for concrete work, building and repair of cabinets, windows, doors, roofs, ceilings, partitions, floors, trim work, and other miscellaneous construction;

Estimates and procures materials necessary to complete projects;

Cuts and fastens sheetrock, attaches sheetrock tape, spreads joint compound and sands joints smooth, applies paint to finish;

Installs and repairs acoustical, gypsum board, and plaster ceilings and walls, applies paint to these surfaces to finish;

Measures and cuts wood or metal studs, frames and fastens them into load bearing and non-load bearing walls;

Installs and repairs wood or metal-framed roof and floor assemblies;

Installs floor coverings;

Measures, cuts and fastens trim to finish;

Installs and repairs doors, locks, and hardware;

Installs and repairs window frames, screens, glass and cords;

Makes, repairs, and installs cabinets, desks, tables, work stations and other office furniture;

Fasten hardware and accessories to all wood, masonry, and metal interior and exterior surfaces;

Makes all necessary penetrations in wood, masonry, and metal interior and exterior surfaces;

Operates and maintains all carpentry shop equipment and machinery;

Operates and maintains power and hand tools, and other diagnostic equipment needed to perform job duties;

May coordinate and direct work of other maintenance staff when designated a lead person;

Assists in supervising and training apprentices when required;

Maintains good working relationship with building contacts, departments, and customers;

May be required to inspect the work of outside contractors;

Acquires and maintains licenses and or special knowledge to maintain specialized equipment as required;

Maintains appropriate records and logs;

Available to work overtime as duties require, including weekends and possible shift work;

Performs minor masonry, and related building trades work as required;

Assists other trades and maintenance workers as required;

Performs snow removal duties as required.

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## CARPENTER

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the tools, terminology and procedures employed in the rough and finish carpentry trades;  
Working knowledge of other skilled trades;  
Thorough knowledge of the precautions necessary to prevent accidents;  
Ability to work safely;  
Ability to work from plans and specifications;  
Ability to work from a rough sketch and oral instructions;  
Ability and willingness to keep work areas neat and orderly to prevent accidents;  
Ability to operate common woodworking machinery;  
Ability to produce basic layouts and designs;  
Ability to rig and work from scaffolds;  
Must be able to wear a respirator;  
Must have ability to ascend and descend heights, have agility and freedom of movement, ability to climb stairs, ladders and scaffold, and ability to move easily in confined spaces.  
Must be able to lift up to 100 pounds and withstand considerable bending and reaching.  
Physical strength, stamina and initiative are required;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND**

- (a) completion of a formal apprenticeship program and completion of at least two additional years of experience working as a carpenter in the field at the journeyman level; **OR**
- (b) seven years of carpentry/construction carpentry experience with at least two years of the experience being at the journeyman equivalent skill level.

### **SPECIAL REQUIREMENT:**

The applicant must have a valid New York State driver's license at the time of appointment and maintain such license throughout the life of employment.