



CARPENTER

4003

GENERAL DESCRIPTION OF CLASS

The CARPENTER does journey-level carpentry work to maintain and repair buildings, structures, fixtures, furniture, and equipment. Employees also coordinate work with other trades' areas such as electrical, painting and plumbing to complete projects.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Building Construction

Construct room additions, office space, work areas, cabinets and counters. Build foundation forms, pour and finish concrete, frame structures, and do finish work such as installing windows and doors, trimming and installing locks and hardware.

2. Remodeling of Existing Structures

Review plans. Do required demolition. Frame walls, doors, and ceilings. Attach and finish covering materials such as plywood sheathing, wallboard and paneling. Install doors, wall coverings, floor coverings, windows, cabinets, fixtures, millwork and hardware.

3. Maintenance of Buildings and Furniture

Do carpentry work on floors and their coverings, roofs, stairs, doors, windows, screens, and a variety of wood fixtures. Repair tables, desks, chairs, benches, and other furniture. Use stationary power tools in a woodworking shop such as power saws, joiners, planers, sanding and routing machines.

4. Work Coordination

Coordinate priority of tasks with others involved in projects such as vendors, contractors, state inspectors, representatives of local power companies, city or county staff and other trades people. Coordinate work with other units to prevent delays or inconvenience to users of agency's services.

5. Miscellaneous

Estimate extent of carpentry work needed and time and materials required to complete project. Requisition materials and supplies or purchase supplies up to authorized spending limit; maintain data on work costs and time spent. Clean, sharpen, and repair tools. Maintain inventory of materials. Operate heavy equipment such as excavators, back-hoes, boom trucks and forklifts.

The duties listed below are for positions that work with adult or youth inmate workers:

Some employees coordinate work flow and assign work to adult or youth inmate workers. Employees direct inmates to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with agency staff and other trades workers to complete assigned tasks. Employees regularly contact the public, patients in an institution or facility, building officials, vendors and contractors during the course of construction or remodeling work.

SUPERVISION RECEIVED

Employees in this class receive general instructions from a supervisor, manager or lead worker. Work is reviewed upon completion for quality, timeliness, and adherence to cost estimates. Work is guided by architectural plans, work orders, state and local building codes; fire, safety, environmental and health codes.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Estimating time and materials for jobs.
State and local building codes, fire, environmental and safety codes related to the carpentry trade.
Methods and techniques of building construction from foundations through framing and finish work.
Standard practices, methods, tools and materials of the carpentry trade and the qualities and uses of various materials.
Typical hazards, safety and environmental precautions of the carpentry trade.

Skill to:

Construct, maintain, repair and remodel structures according to blueprints, plans and drawings.
Operate, maintain and apply the tools, materials and equipment used in the carpentry trade.
Evaluate information against a set of standards and verify that it is correct.
Identify the nature of construction and plan or design problems.
Talk to others to effectively convey information.
Read and interpret blueprints, plans, drawings and plan construction based on them.
Plan and do carpentry work consistent with the safety standards typical to the carpentry trade.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised 10/2005 (was 4207)

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division