

The Maryland-National Capital Park and Planning Commission

TITLE: Carpenter III
SERIES: Building Trades

GRADE: 20
CODE: 2415 EEO: Skilled Craft

DATE: 5/30/2019
FLSA: Non-Exempt

Class Definition:

Under direction, leads, coordinates, and monitors the work of other Carpenters. Additionally, may direct, lead, coordinate and monitor work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled carpentry work of the highest complexity and variety. Responsibilities involve leading work efforts to construct, repair, maintain, and renovate Commission buildings, structures, and property. Performs analysis, scope development and review of work completed by outside roofing vendors. Applies extensive knowledge of standard carpentry practices and methods, fire, and building codes; and Americans with Disabilities (ADA) construction practices. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties:

1. Plans crew projects; receives work orders for carpentry projects. Works with supervisors, project managers, and surveyors to review plans, blueprints, and engineering drawings and specifications to plan and lay out work assignments. Reviews specifications and designs of specialty roofing projects.
2. Leads crew(s) on major projects; plans, assigns, and checks work of other Carpenters, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trades crews and contractors; inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments. Reviews specifications and designs of roof replacement projects.
3. Performs as primary evaluator and provides guidance for assigned personnel; assists Trades Shop Supervisors with performance evaluations, personnel forms, and documents as prescribed by regulations and enforces Commission rules, regulations, and policies. Manages shop projects in absence of Trades Shop Supervisor.

