

The Maryland-National Capital Park and Planning Commission

TITLE: Carpenter I

GRADE: T03

DATE: 5/30/2019

SERIES: Building Trades

CODE: 2413 EEO: Skilled Craft

FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled carpentry work involving moderate responsibility, complexity and variety. Receives work orders to perform simple carpentry projects and assists on major projects using rough and finished carpentry to construct, repair, maintain, or renovate Commission buildings, structures, and property. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors and higher-level Carpenters. Applies knowledge of standard carpentry practices and methods and fire and building codes. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for carpentry projects; reads and interprets building plans, blueprints, schematic drawings, and sketches to perform routine carpentry work. Assists in planning for work requests received and completes work; works with unique construction design and materials necessary for historical structures.
2. Uses a variety of manual and power carpentry tools to shape, sand and finish materials on simple projects or assists on major projects; measures, cuts and installs wide variety of materials. Constructs, installs, and repairs all Commission property and items requiring carpentry related work; operates skid loaders, man lifts, and forklifts, and works on scaffolds and roofs. Paints, stains, and finishes carpentry projects; builds custom cabinets, desks, shelves, doors, moldings, countertops, conference tables and displays. Performs minor concrete work associated with carpentry projects (e.g., setting post anchors and posts, footings for decks).
3. Completes required administrative paperwork and recordkeeping.
4. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job sites; loads and unloads trucks of tools, equipment, supplies and materials. Provides routine maintenance of vehicles and equipment; takes assigned vehicles to garage for maintenance and repairs.

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5. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers.
6. Sets up equipment and tools safely at job sites. Utilizes personal protection equipment such as respirator or eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers.
7. Attends training to increase knowledge, awareness and safety.
8. Makes signs using specialized equipment and software.
9. May perform locksmith work associated with carpentry duties.

Important Worker Characteristics:

- A. Knowledge of: (1) standard carpentry practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire, and building codes; (3) Commission policies and procedures*; (4) hazardous materials*; and (5) Americans With Disabilities Act (ADA) practices*.
- B. Skill in operation of: (1) carpentry hand and power tools; (2) light construction equipment (e.g., forklift, skid loader) *; and (3) motor vehicles.

**Typically acquired or fully developed primarily after employment in this job class.*

- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; (3) provide effect customer service; and (4) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and interpreting building plans, blueprints, schematic drawings, and sketches to perform routine carpentry work.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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Minimum Qualifications (MQs):

1. High School diploma or Certificate of General Educational Development (GED).
2. Completion of an approved carpentry apprentice program or four (4) years of progressively responsible carpentry experience.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required and must be in accordance with both State and Commission rules and regulations.
6. Pass Commission medical examination.

Working Conditions:

Occasionally performs work indoors and outdoors; exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, and fumes. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, moves about inside the office and outside, operates vehicles, tools and equipment, ascend and descends ladders, positions self to complete manual work, pulls and uses fingers to perform carpentry work, moves equipment, tools and objects weighing up to 75 pounds.

Examples of Carpenter I Work:

- Repairs and/or installs siding and paneling, drywall, wall and ceiling plaster, doors, windows and related hardware, wood and metal trim, wood floors and ceiling systems.