

## The Maryland-National Capital Park and Planning Commission

TITLE: Carpenter II                      GRADE: T04                                      DATE: 5/30/2019  
SERIES: Building Trades              CODE: 2414    EEO: Skilled Craft                      FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs the full range of difficult, skilled carpentry work involving considerable responsibility, complexity, and variety. Performs construction, maintenance, renovation, and repair of fine, rough, and finished carpentry work at Commission buildings, structures, and property. May assign, train and check work of other Carpenters, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors, and Carpenter III's. Applies considerable knowledge of standard carpentry practices and methods and fire and building codes. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of 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 the full range of carpentry work. Assists in planning for work requests received and completes work; inspects and troubleshoots buildings and structures for damages and necessary repairs. Recommends corrective actions and prepares repair estimates; contacts inspectors to schedule inspections of projects. Works with unique construction designs and materials necessary for historical structures.
2. Uses a variety of manual and power carpentry tools to shape, sand and finish materials on difficult projects or assists on major projects; measures, cuts and installs a 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); performs analysis of failed building products such as rotted materials in roofing and walls and make corrections or replaces failed products.
3. Completes required administrative paperwork and recordkeeping. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.

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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. Uses a variety of equipment to move materials; provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
5. Assigns, trains and checks work of other Carpenters, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers. Provides instructions and assists with training on proper procedures, trade methods, and safety.
6. Sets up equipment and tools safely at job sites and provides instruction on proper use and safety measures. Utilizes personal protection equipment such as respirators 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. Performs general roofing repair work associated with carpentry projects.
10. May perform locksmith work associated with carpentry duties.

### Important Worker Characteristics:

- A. Considerable 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) confined space procedures\*.

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

- B. Skill in operation of: (1) carpentry hand and power tools; (2) light construction equipment (e.g., skid loader, forklift, etc.); and (3) motor vehicles; and (4) appropriate office equipment.
- C. Ability to: (1) calculate fractions, decimals and percentages; (2) complete work orders and other work-related paperwork; (3) provide effective customer service; (4) train, assign and check work of subordinate employees; and (5) 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; inspecting and troubleshooting buildings and structures for damages and necessary repairs; and recommending corrective actions and preparing repair estimates.

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- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and understanding manuals, blueprints, sketches, and drawings
- 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.

### 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. Two (2) years of carpentry experience at the journey level.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.
5. 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.
6. 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.
7. 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 Carpentry II Work:

- Renovations of offices, including trim work.
- Furniture replication and cabinet making.

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- Works with wood or metal studs and wall sheathing, roof rafters, soundproofing and insulation, decking and sheathing, floor joists and sheathing, roof shingles, flashing, guttering and downspouts, as well as storage bins, pallets, concrete forms, crates, boxes and scaffolding.