

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.

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4. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew/project schedules and records of expenditures, materials used, tasks completed, accidents, and injuries. Evaluates proposed products and installation methods for projects.
5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damage and necessary repairs to detect problems; evaluates options brought forward by other carpenters to determine appropriate course of action and prepares estimates.
6. Completes required administrative paperwork and recordkeeping. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
7. Uses a variety of manual and power carpentry tools to shape, sand and finish materials on projects or leads 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.
8. Sets up equipment and tools safely at job sites and provides instruction on proper use and safety measures; identifies and corrects safety hazards. 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.
9. May monitor project budget by reviewing costs, labor and materials.
10. Attends training to increase knowledge, awareness and safety.
11. Makes signs using specialized equipment and software.

Important Worker Characteristics:

- A. Extensive 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) algebra and geometry; (4) Commission policies and procedures*; (5) confined space procedures; (6) hazardous materials; (7) ADA construction practices; (8) purchasing practices and (9) all types of roofing and installation methodology*.

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6. Valid Commercial Driver's License (CDL) with appropriate endorsements, depending on area of assignment 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 Carpenter III Work:

- Custom cabinetry work including the construction and repair of cabinets, furniture, shelving, displays, frames and plaques.
- Installations, maintenance and repairs to buildings and structures on such items as paneling, doors and windows; handrails, stairs and stoops; cabinets, shelving and custom furniture.
- Evaluates proposed products and installation methods.
- Estimates projects and determines the best course of action for repairs, installations and replacements.
- Leads, coordinates and monitors workers who perform skilled carpentry work.