

The Maryland-National Capital Park and Planning Commission

TITLE: Carpenter
SERIES: Building Trades

GRADE: T03 CODE: 5110
DATE: 3/28/02
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 Trainees and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors, Lead, and Senior Carpenters. Performs other related duties as assigned.

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.
2. Uses a variety of manual and power carpentry tools to perform carpentry work on simple projects, or assists on major projects. Constructs, installs, and repairs all Commission property and items requiring carpentry related work. Operates skid loader, man lift, fork lift, and works on scaffold 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 site. Loads and unloads trucks of tools, equipment, supplies, and materials. Sets up equipment and tools for safe operation at job site. Provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
5. May guide and check work of Trades Trainees and Park/General Maintenance Workers who support skilled trades workers. Provides instruction on proper procedures and safety.

Important Worker Characteristics:

Knowledge of: (1) standard carpentry practices and methods; (2) MOSH and OSHA, fire, and building codes; (3) Commission policies and procedures; * and (4) hazardous materials.

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Important Worker Characteristics: (continued)

Skill in operation of: (1) carpentry hand and power tools; (2) light construction equipment (e.g., forklift, skid loader)*; and (3) motor vehicles.

Ability to: (1) understand and apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) distinguish different colors; (6) lift up to 100 pounds; (7) acquire CPR and first aid certification;* and (8) work at heights.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved carpentry apprentice program or four years of progressively responsible carpentry experience; or
3. An equivalent combination of education and experience.
4. Valid driver's license.
5. Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
6. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, and fumes. Must be available to work during emergencies.