

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Carpenter
SERIES: Building Trades

GRADE: T04 CODE: 5112
DATE: 3/28/02
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 direct activities of other Carpenters, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trade Shop Supervisors, and Lead Carpenters. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans work. Receives work orders for carpentry projects. Reads and interprets building plans, blueprints, schematic drawings, and sketches to determine equipment, materials, and methods required to complete tasks. Inspects and troubleshoots buildings and structures for damages and necessary repairs. Recommends corrective action and prepares repair estimates. Contacts inspectors to schedule inspections of projects.
2. Performs difficult carpentry work. Uses a variety of manual and power carpentry tools to perform major carpentry projects. Constructs, installs, renovates, and repairs Commission property and items requiring carpentry related work. Paints, stains, and finishes carpentry projects. Designs and builds custom cabinets, desks, shelves, doors, moldings, counter tops, 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. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
5. 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.
6. Assigns and checks work of other Carpenters, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Provides instructions and assists with training on proper procedures, trade methods, and safety.

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Important Worker Characteristics:

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

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.

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; and
3. Two years of experience at the journey level; or
4. An equivalent combination of education and experience totaling six years.
5. Valid driver's license.
6. Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. 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.