

MAINTENANCE CARPENTER

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving the responsibility for the efficient, journey level performance of a variety of carpentry and cabinet making tasks. The Maintenance Carpenter is distinguished from Carpenter by reason of the skilled nature of the work involved. General instructions are received regarding tasks to be performed permitting considerable leeway in planning the details of each assignment. Supervision may be exercised over the work of laborers and helpers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Constructs, repairs and replaces walls, ceilings, floors, doors, including taping, sheetrocking and painting as necessary;
Constructs and repairs bookshelves, cabinets, windows, desks, tables and other furniture;
Remodels existing rooms and closets;
Assists with construction of building additions;
Builds and repairs forms for poured concrete structures such as bridges, retaining walls and headwalls;
Builds and repairs wood work on concrete structures such as bridges, retaining walls and headwalls;
Repairs cabinets, desks, tables and other office equipment;
Constructs and repairs signs and billboards;
Builds and repairs sand boxes, tool boxes, barricades and guard rails;
Installs, maintains and repairs locking systems, including combination locks and key cutting;
Repairs benches, signs, fences and gates;
Repairs window glass and cords and repairs window frames;
May operate a motor vehicle with snow plow, sander and other attachments in the removal of snow and ice;
May assist with tree trimming, planting and wood cutting;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices, tools, terminology and accident precautions of the trade; good knowledge of allied trades, basic construction math, and estimation of time and material needs; knowledge of local and state codes; ability to read and interpret a variety of blueprints, plans, diagrams, manufacturers' manuals, specifications, as well as rough sketches; ability to efficiently and effectively plan and layout work for self and others; ability to rig and work from scaffolds; ability communicate effectively

both orally and in writing; skill in the use of carpentry equipment, materials, and tools; strength and dexterity.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and completion of a recognized apprentice-level carpentry-training program of four (4) years' duration, and one (1) year of full-time, paid journey-level experience in the carpentry trade; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of full-time, progressively more responsible, paid experience in carpentry under the supervision of a journey-level carpenter, one (1) year of which shall have been at the journey-level; or
- c) Graduation from high school or possession of a comparable diploma and journey level membership in good standing in a recognized carpentry union such as the Northeast Regional Council of Carpenters, United Brotherhood of Carpenters and Joiners of America or similar.

SPECIAL REQUIREMENT:

Possession of a current valid New York State Driver License appropriate to the type of motor equipment being operated at time of appointment and throughout employment.