

ASSISTANT CARPENTER

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level work involving assisting with a variety of semi-skilled carpentry, repair, and cabinet making tasks. Work is performed according to established procedures and specific instructions are received regarding tasks to be performed. Assistance is provided to Carpenters, and are performed under direct supervision of a Maintenance Carpenter or other skilled higher level building maintenance personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with building construction, repair and remodeling, including but not limited to walls, ceilings, floors, doors, rooms and closets;

Assists with construction and repair of bookshelves, cabinets, windows, desks, tables and other furniture;

Assists with building and repair of form work and wood work on poured concrete bridges, retaining walls and headwalls;

Assists with repair of cabinets, desks, tables and other office equipment;

Assists with construction and repair of signs and billboards;

Assists with building and repairing sand boxes, tool boxes, barricades and guard rails;

Assists with repair of benches, signs, fences and gates;

Assists with repair of window glass and cords and repairs window frames;

May assist in tree trimming, planting and wood cutting;

May operate a motor vehicle with snow plow, sander and other attachments in the removal of snow and ice;

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: Working knowledge of the principles, practices, tools, terminology and accident precautions of the trade; ability to work from plans and specifications and to follow rough sketches; ability to follow oral and written instructions; ability to operate common wood working equipment; ability to rig and work from scaffolds; good motor and hand and eye coordination; manual dexterity.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and three (3) years of experience in general building construction, or carpentry.

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.