

Carpenter

FLSA Status Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class perform a variety of skilled carpentry and allied trades, including framing, finish work, concrete forms, walls and interiors, and structural reinforcement.

Carpenter, Apprentice - 30000109

Distinguishing Characteristics

The apprentice level of this class typically assists with and learns to perform the full range of carpenter tasks under the instruction of a journey Carpenter and as active participant in Apprenticeship Program.

Typical Duties/Examples of Work

1. Assists in and learns to perform the full range of carpenter tasks.
2. Responds to calls to work during emergencies.
3. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: basic carpenter operations

Ability to: communicate effectively; read and follow instructions

Special Requirements

Valid state driver's license

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1281 Carpenter Apprentice Adopted: 05-18-76

June 2009 - Change Job Class number from 1419 to 30000109, due to system change.

Carpenter - 30000110

Distinguishing Characteristics

The journey level of this class typically performs all class duties. It is distinguished from other classes in that it performs carpentry and related work at a highly skilled level and can be held responsible for directing others in performing such work.

Typical Duties/Examples of Work

1. Builds, repairs and restores wooden structures, equipment, furniture and fixtures utilizing skills in carpentry and allied trades; works from blueprints and/or develops sketches or designs for work, as appropriate.
2. Performs rough carpentry, framing, finishing, cabinet making and moulding fabrication, and installation of windows and doors.
3. Prepares and installs a variety of materials related to structures and fixtures, such as drywall, plaster, ceilings, concrete, flooring, glazing, masonry, roofing, sheet metal, plastic laminate, and fiberglass.
4. Constructs/fabricates and places concrete forms; pours and finishes concrete.
5. Sets rigging and scaffolding, and operates lifts and small cranes as needed to perform work.
6. Operates a variety of power and hand tools and equipment.
7. Maintains records, supplies and equipment; determines materials needs; carries out all required safety procedures.
8. Plans and organizes assigned job; estimates time, materials and equipment; orders and purchases materials; coordinates job activities with other crafts and trades personnel; reviews plans and specifications, and confers with engineers, design professionals and inspectors on suggested changes and modifications.
9. May lead crew of trades helpers.
10. Responds to calls to work during emergencies.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: tools, materials, processes and techniques of carpentry and allied trades; troubleshooting techniques; wooden structures, fixtures and concrete foundations

Ability to: learn and use safe working practices; maintain records; perform layout and sketch designs for remodeling or construction of wooden structures; communicate effectively; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; work constructively in a team

Skill in: carpentry, cabinet making, and design, repair and construction of wooden structures, carpentry work related to architectural historic restoration, equipment, furniture and fixtures, including preparation and installation of related elements such as drywall, plaster, ceilings, concrete, stucco, flooring, glazing, masonry, roofing, sheet metal, plastic laminate, and fiberglass; performing measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions; operating equipment related to work such as forklifts, scissor lifts, man lifts, and small cranes

Special Requirements

Valid state Driver’s License; some positions may require a Commercial Drivers license and other additional endorsements, certifications or licenses.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1420 Carpenter Adopted: 12-16-75

June 2009 - Change Job Class number from 1420 to 30000110, due to system change.

Carpenter, Lead - 30000111

Distinguishing Characteristics

The lead level of this class typically performs all class duties and in addition serves as a lead over other Carpenters. It is distinguished from the Carpenter class by the lead assignment. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Plans, schedules and coordinates work; determines resource needs of work group; directs work of a crew including other journey-level workers.
2. Reviews the work of and provides training and guidance to assigned staff.
3. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: effective principles and practices of leadership

Ability to: schedule and assign the work of others

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; including assigning and reviewing work

Special Requirements

Valid state Driver's License; some positions may require a Commercial Driver's license and other additional endorsements, certifications or licenses.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1421 Lead Carpenter No class specification

June 2009 - Change Job Class number from 1421 to 30000111, due to system change.

Working Conditions

Work in this class is typically performed in a shop or field environment. Incumbent is typically required to lift up to 100 pounds; to work outdoors in all weather conditions; to work at heights or in confined spaces; to be exposed to hazardous materials; to operate power tools and equipment; to wear protective gear; to be called back to work during emergencies