

## **CARPENTER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for efficient performance of a variety of carpentry tasks requiring a good knowledge of the trade. General instructions are received regarding tasks to be performed, permitting wide leeway for planning the details of each assignment. Guidance and general instructions may be provided to the Assistant Carpenter in the exercise of their duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Builds and repairs structures;  
Builds forms for concrete work, drainage facilities and catch basins;  
Repairs cabinets, desks, chairs, tables and other office equipment;  
Repairs windows, floors, stair rails and hangs doors;  
Constructs and installs cabinets, bookcases, shelves, closets and bulletin boards;  
Replaces window glass and cords;  
Installs insulation;  
Installs new doors and outfits them with the proper hardware;  
Installs floors including sub-flooring and finish materials;  
Installs complete ceiling materials such as suspended ceiling structures, sheetrock, tile, etc.;  
Makes repairs to most types of roofing;  
Sands and refinishes floors, desks, woodwork, chairs and tables;  
Maintains an inventory of lumber and supplies, reports needs to administration;  
Operates various power wood working machines;  
Maintains a daily record of work performed;  
Participates in snow and ice control activities as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices, tools, terminology and safety precautions of the trade;  
Ability to work from plans, specifications and rough sketches;  
Ability to operate common power wood working equipment and tools;  
Ability to plan and work independently;  
Ability to get along well with others;  
Ability to rig and work from scaffolding;  
Willingness to respond to emergencies and work overtime;  
Willingness to work outside in adverse weather conditions;  
Good motor and hand and eye coordination;  
Dexterity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two years of satisfactory experience as a carpenter.

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**SUNY BROOME:** Graduation from high school or possession of an equivalency diploma and four years of satisfactory experience as a carpenter.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

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NON-COMPETITIVE