

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CARPENTER 1

DEFINITION

Performs skilled carpentry work; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Erects, maintains and repairs various types of buildings, sheds, scaffolds, forms, frames, fences and other structures; builds and repairs bridges and culverts; alters, repairs and maintains doors, floors, partitions, roofs, stairways, windows, screens and other wooden fixtures; repairs or replaces wooden parts on truck beds, wagons, machinery and equipment; builds and repairs park benches, roadside tables and signs; repairs awnings; fits and glazes glass windows and doors.

Reconstructs, alters or repairs tables, chairs, benches, counters, lockers, shelves, and window frames; performs some cabinet maker work; makes rough sketches and estimates the cost of new structures and repair work; advises in the selection of building materials, prepares preliminary requisitions and stores building materials and supplies.

Performs skilled hand and bench work in a carpentry shop; operates planers, jointers, power saws, routers, drill press and other woodworking equipment; cleans, sharpens, oils, greases and repairs hand and power tools.

Instructs and trains semi-skilled and unskilled helpers; assigns tasks and checks work in process and upon completion; oversees resident helpers when assigned.

Keeps time, material, and job records for assigned work details; assists, as required, in other maintenance work.

COMPETENCIES REQUIRED

Knowledge of the methods, practices, materials, and tools of the carpentry trade.

Knowledge of the hazards and safety precautions necessary in the carpentry trade.

Ability to work from blueprints, rough sketches, and oral or written instructions.

Ability to oversee the work of helpers that may be assigned.

Ability to make time and material estimates.

Skill in the use and care of carpentry tools, machines, and equipment

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time work in skilled carpentry;

OR

an equivalent combination of education and experience, substituting the successful completion of one term of study in a carpentry course at a recognized trade school for each six months of the required experience;

OR

an equivalent combination of education and experience, substituting the successful completion of a recognized apprenticeship in carpentry for the required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to two years of full-time experience as a Trades Helper involving carpentry work.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 3/99 GRC