CARPENTER

DEFINITION:

Under a supervisory officer, does general carpentry work involved in the layout, construction, repair and maintenance of buildings and of household, office, and institution equipment and furnishing: does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Repairs broken and malfunctioning furniture, doors, window cords and sashes, venetian blinds, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets, and simple furniture.

Constructs and repairs buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, and tenon.

Replaces damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.

Builds bookcases, cabinets, tables, fan brackets, stands, screens, partitions, and other types of equipment.

Makes various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and form for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.

Makes emergency carpentry repairs.

Instructs inmates and/or patients in carpentry work and ensures their safety, custody, and work progress.

Builds and makes repairs to special truck bodies.

Makes time and materials estimates.

Makes reports of personnel, time supplies, and work completed.

Maintains records.

In the Department of Human Services, may be required to undergo fire-training classes.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings.

LICENSE:

Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

LICENSE

Appointees may be required to possess a valid Commercial Drivers License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGES AND ABILITIES

Knowledge of methods and problems involved in inspecting, repairing, constructing and maintaining buildings, furniture, ventilators, window cords, sashes, screens, locks, and other equipment.

Ability to analyze carpentry work, organize work, and develop work methods.

Ability to carry out directions and/or work from blueprints or drawings.

Ability to make carpentry repairs and to do carpentry construction work.

Ability to make efficient, safe use of standard carpentry tools and equipment including, planers, joiners, and band and crosscut saws, shapers, and other specialized tools and machinery.

Ability to requisition, store, safeguard, and use carpentry equipment, materials, and supplies.

Ability to take safety precautions.

Ability to prepare reports of equipment and materials used, time spent, and work completed.

Ability to maintain records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.