

CARPENTER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Last Action	Effective Date
0683	Carpenter	14	023	6 mo.	Rev.	00/00/00
1852	Carpenter Sub-Foreman	14	023	6 mo.	Rev.	00/00/00
1604	Carpenter Foreman	14	023	6 mo.	Rev.	00/00/00
1605	Carpenter General Foreman	14	023	6 mo.	Rev.	00/00/00

Promotional Line: 31

Series Narrative

Employees in this series perform and/or supervise skilled work recognized in the trade of carpenter.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Carpenter

0683

Employees at this level perform skilled work in the trade of carpenter. They work under the direction of a designated supervisor.

A Carpenter typically –

1. reads work orders or receive instructions from supervisors to determine work requirements.
2. completes rough and finish carpentry work along with remodeling and repair projects.
3. constructs and/or repairs furniture, wall coverings, fan shafts and bearings, railing, and casters.
4. installs shelving, signage and draperies.
5. constructs and/or repairs walls, ceilings, flooring, partitions, and trim work; makes concrete forms, researches and orders parts and materials.
6. creates work orders and determines the materials needed for the job.
7. installs and maintains windows, doors and related hardware, screens, glass panes, and window treatments.
8. responsible for lead abatement; builds confinement areas for ACM removal and abatement.
9. build concrete forms.
10. build scaffolding
11. constructs and/or repairs shelves, cabinets and countertops.
12. install, repair, or replace fixtures in classrooms (whiteboards, screens, etc.)

13. mills wood trim for casings, baseboards, picture frames, etc.)
14. may install/maintaining keys, locks and closures.
15. cleans work areas cleans and maintains equipment.
16. may assist in the training and/or supervision of apprentices.
17. performs other related duties as assigned.

Level II: Carpenter Sub-Foreman**1852**

Employees at this level direct and/or lead and assign work to carpenters and other assigned personnel. They work under direct supervision from a Carpenter Foreman.

A Carpenter Sub-Foreman typically –

1. assists in the direction and assignment of work.
2. verifies and approves material requisitions of employees being supervised.
3. performs all duties normally required in the trade of carpenter, following recognized procedures and techniques for such work.
4. approves time cards.
5. acts for the foreman during his/her absence.
6. assists in and is responsible for the work of assigned carpenters.
7. performs other related duties as assigned.

Level III: Carpenter Foreman**1604**

Employees at this level supervise the work of carpenters and other assigned personnel. They work under general supervision from a designated supervisor.

A Carpenter Foreman typically –

1. directs and supervises the work of carpenter sub-foremen carpenters and/or carpenters.
2. acts as custodian of tools, equipment, and materials used on the job.
3. approves time cards.
4. performs all duties normally required in the trade of carpenter, following recognized procedures and techniques for such work.
5. verifies and approves material requisitioned by employees being supervised.

6. maintains records.
7. performs related duties as assigned.

Level IV: Carpenter General Foreman**1605**

Employees at this level are responsible for the general supervision of the work of Carpenters and other assigned personnel. They work under the supervision of a supervisor who has been assigned overall responsibility for carpentry work.

A Carpenter General Foreman typically –

1. plans, coordinates, and directs and/or supervises the work of, Carpenters and other assigned personnel (other related classes, outside vendors and contractors, etc.) either in person or through intermediate supervisors.
2. is familiar with and directs work required in compliance with prevailing codes and with current procedures and techniques in carpentry trade
3. performs administrative duties such as advising and assisting superintendents in the development of budgets, project management planning, and various HR functions (interviewing and selecting candidates, disciplining personnel, approving time cards and benefit leave, etc.).
4. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Carpenter****0683****CREDENTIALS TO BE VERIFIED**

1. High school graduation or equivalent.
2. Successful completion of a recognized painter apprenticeship program *or* four years of full-time journeyman-level carpenter experience. *The trade for this purpose shall include work normally performed by Carpenters, Lathers, Millwrights, Pile drivers, Millworkers, Floor Layers, and any other classifications encompassed within the scope of work included in these trade categories.*
3. As required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Time Management — Managing one's own time and the time of others.

3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Written Comprehension — The ability to read and understand information and ideas presented in writing.
6. Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
7. Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
8. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
9. Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
10. Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
11. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
12. Gross Body Equilibrium — The ability to keep or regain your body balance or stay upright when in an unstable position.
13. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
14. Near Vision — The ability to see details at close range (within a few feet of the observer).
15. Far Vision — The ability to see details at a distance.
16. Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

Level II: Carpenter Sub-Foreman**1852**

CREDENTIALS TO BE VERIFIED*

1. High school graduation or equivalent.

2. Successful completion of a recognized painter apprenticeship program or four years of full-time journeyman-level carpenter experience.
3. Three years of full-time journeyman-level carpenter experience.
4. As required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
5. Time Management — Managing one's own time and the time of others.
6. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Written Comprehension — The ability to read and understand information and ideas presented in writing.
11. Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.

12. Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
13. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
14. Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
15. Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
16. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
17. Gross Body Equilibrium — The ability to keep or regain your body balance or stay upright when in an unstable position.
18. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
19. Near Vision — The ability to see details at close range (within a few feet of the observer).
20. Far Vision — The ability to see details at a distance.
21. Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

Level III: Carpenter Foreman**1604****CREDENTIALS TO BE VERIFIED***

1. High school graduation or equivalent.
2. Successful completion of a recognized painter apprenticeship program or four years of full-time journey-level painter experience.
3. Five years of full-time journeyman-level painter experience.
4. As required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

2. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
5. Time Management — Managing one's own time and the time of others.
6. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Written Comprehension — The ability to read and understand information and ideas presented in writing.
11. Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
12. Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
13. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
14. Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
15. Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
16. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

17. Gross Body Equilibrium — The ability to keep or regain your body balance or stay upright when in an unstable position.
18. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
19. Near Vision — The ability to see details at close range (within a few feet of the observer).
20. Far Vision — The ability to see details at a distance.
21. Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

Level IV: Carpenter General Foreman**1605****CREDENTIALS TO BE VERIFIED***

1. High school graduation or equivalent.
2. Successful completion of a recognized carpenter apprenticeship program or four years of full-time journey-level painter experience.
3. Ten years of full-time journeyman-level carpenter experience.
4. Two (2) years of supervisory work experience as a Carpenter Foreman.
5. As required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

5. Time Management — Managing one's own time and the time of others.
6. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Written Comprehension — The ability to read and understand information and ideas presented in writing.
11. Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
12. Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
13. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
14. Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
15. Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
16. Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
17. Gross Body Equilibrium — The ability to keep or regain your body balance or stay upright when in an unstable position.
18. Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.
19. Near Vision — The ability to see details at close range (within a few feet of the observer).
20. Far Vision — The ability to see details at a distance.

21. Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

NOTE: Dependent upon institutional need, incumbents may be required to obtain a valid Illinois Department of Public Health Lead Abatement Worker License

*NOTE: Consistent with the Americans with Disabilities Act, accommodations may be afforded to applicants/employees.

DRAFT 9.2.15