

## CARPENTER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
0683	Carpenter	14	023	6 mo.	09/01/16	Rev.
1852	Carpenter Sub-Foreman	14	023	6 mo.	09/01/16	Rev.
1604	Carpenter Foreman	14	023	6 mo.	09/01/16	Rev.

### ***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. is familiar and in compliance with prevailing codes and with current procedures and techniques in carpentry trade;
3. completes rough and finish carpentry work along with remodeling and repair projects;
4. constructs and/or repairs furniture, fixtures (whiteboards, screens, etc.), walls, wall coverings (i.e. paneling, cork, etc.), ceilings, flooring, partitions, and trim work, railing, and casters;
5. creates work orders and/or determines the materials needed for the job and orders parts and materials;
6. installs and maintains signage, shelving, cabinets and countertops, windows, doors and related hardware, screens, glass panes, and window treatments;
7. performs asbestos abatement activities; builds containment areas for ACM removal and abatement;
8. builds concrete forms;
9. builds scaffolding;
10. mills wood trim for casings, baseboards, picture frames, etc.;
11. installs/maintains keys, locks and closures;
12. cleans work areas cleans and maintains equipment;
13. assists in the training and/or supervision of apprentices;
14. 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. performs all duties normally required in the trade of carpenter, following recognized procedures and techniques for such work;
2. assists in the direction and assignment of work;
3. assists in the development of estimates;
4. verifies and approves material requisitions of employees being supervised;
5. participates in the handling of personnel issues such as approving time sheets;
6. acts as proxy or substitute for the foreman during absences;
7. assists in and is responsible for the work of assigned carpenters;
8. 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. performs all duties normally required in the trade of carpenter, following recognized procedures and techniques for such work;
2. plans, assigns, directs and supervises the work of carpenters and carpenter sub-foremen;
3. acts as custodian of tools, equipment, and materials used on the job;
4. verifies and approves material requisitioned by employees being supervised;
5. participates in the management of personnel matters/activities such as selection and termination of employees, planning and conducting training programs, evaluating work performance, and approving time and leave requests;
6. enforces safe working habits, including safe operation and handling of materials and equipment;
7. maintains records;
8. performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY**Level I: Carpenter****0683**

## CREDENTIALS TO BE VERIFIED:

1. high school graduation or equivalent;
2. successful completion of a recognized carpenter apprenticeship program *or* four (4) years of full-time journey-level carpenter experience (*the trade for this purpose shall include work normally performed by carpenters, 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.<sup>ii</sup>

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. 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. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. 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. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in 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. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.

13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

**Level II: Carpenter Sub-Foreman****1852****CREDENTIALS TO BE VERIFIED:**

1. high school graduation or equivalent;
2. successful completion of a recognized carpenter apprenticeship program or four (4) years of full-time journey-level carpenter experience;
3. three (3) additional years of full-time journey-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.<sup>ii</sup>

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. 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. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. 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. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
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8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.

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14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

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

1. high school graduation or equivalent;
2. successful completion of a recognized carpenter apprenticeship program or four (4) years of full-time journey-level carpenter experience;
3. five (5) additional years of full-time journey-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.<sup>ii</sup>

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

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14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

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<sup>i</sup> See the Promotional Line List for a complete listing of the classes in this/these promotional line(s).

<sup>ii</sup> Dependent upon institutional need, incumbents may be required to obtain job-related certification or license, such as a valid Illinois Department of Public Health Lead Abatement Worker License. Consistent with the Americans with Disabilities Act, accommodations may be afforded to applicants/employees.