



JOB SPECIFICATION
CARPENTER

Code 18710
Grade GS 47

General Purpose

Under general supervision, perform and undertake a variety of skilled carpentry-trade-related construction, repair and/or maintenance duties, tasks, assignments, projects and related work.

Typical Duties:

Craft, repair, replace, build and/or remodel furniture, doors, windows, flooring, signs, walls and other areas. Involves: Assess need of project/assignment. Identify, undertake, recommend and/or oversee materials, supplies, equipment and/or parts purchase and inventory. Repair/replace doors, hinges, frames, drywall, brick, windows, tile, carpeting and other areas. Inspect property/location. Provide fix and/or preventative maintenance services. Test and validate results. Operate standard to specialized equipment utilized to perform duties. Maintain/update files, records, reports and logs.

Install new and/or enhanced equipment and/or systems. Involves: Identifying/recommending/researching costs, parts, supplies, equipment and material needs. Identify costs. Gather materials and supplies. Coordinate carpentry service needs and schedules with other trades, vendors, contractors, departments and others.

Direct work of others. Involves: As assigned/authorized, may direct laborers/trades helpers and/or others in routine, non-personnel areas. As assigned/authorized, may participate in or make recommendations on personnel-related matters, including, but not limited to, directing or recommending assignment/delegation of work, review/inspection/acceptance of work, training/development of employees, and/or other assigned responsibilities.

Knowledge, Skills, and Abilities

- Application of good knowledge of relevant federal, state and local laws, regulations, rules and ordinances, and City and departmental policies and procedures related to area of operation and safety including occupational hazards and safety precautions.
- Application of good knowledge of the use of proper tools, equipment utilized, safety requirements, techniques, practices and principles.
- Application of good knowledge of blueprint, plans, schematics and other construction-related documents.
- Application, as appropriate, of some knowledge of supervisory principles.
- Establish and maintain effective working relationships with vendors, contractors, city officials, employees, department heads, other departments and the general public.
- Safely operate City vehicles, equipment and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
- Express oneself clearly and concisely, orally and in writing.



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Other Job Characteristics

- Potential exposure to extreme weather conditions, infectious diseases, physical harm, insects, reptiles, vermin and dangerous chemicals/machines.
- Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 50 pounds.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

Minimum Qualifications

Education and Experience: Two (2) years of experience in framing or rough carpentry.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.