

CARPENTER

FUNCTION OF THE JOB

Under supervision, to perform journeyman-level work repairing, maintaining and constructing structures, buildings, and equipment, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Repairs, maintains, and constructs buildings, signs, structures, and equipment.
2. Builds structures or cabinetry from blueprints, sketches, or oral instructions as required.
3. Completes rough-in additions to existing buildings or divides rooms into offices by installing studs, dry wall, plaster, etc.
4. Performs finished carpentry duties, including installing woodwork, moldings, doorframes, windows, shelves, hanging doors, building cabinets, etc.
5. Applies paint, shellac, varnish, enamel, stain, or other protectives to prepare surfaces.
6. Prepares lists of materials needed to complete projects and orders or picks up those materials.
7. Serves as a lead worker when other employees are assigned to assist in this specialty area.
8. Maintains an inventory of tools, equipment, and materials needed to complete routine repairs.
9. Operates trucks or tractors for snowplowing, sweeps or shovels snow from steps and walks at building entrances and connecting walks.
10. Performs other building mechanical and maintenance work as required.
11. May perform duties in specialty areas including concrete, roofing, and locksmithing.
12. Establishes and maintains effective working relations with other employees.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of building.
2. Considerable knowledge of occupational hazards and safe work practices.
3. Working knowledge of the Codes covering buildings.
4. Ability to analyze and to work from blueprints, sketches, and oral instructions.
5. Ability to follow and to direct work with written and oral instructions.
6. Ability to perform skilled hand and bench work in a carpenter shop.
7. Ability to establish and maintain effective working relations with other employees.
8. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
9. Ability to operate County vehicles and equipment, and CNC Sign Making Machine.

Training and Experience

1. High school graduation or GED equivalent.
2. Five years of work experience as a carpenter. Completion of a recognized apprenticeship program in carpentry can be substituted for two years of the general carpentry work experience requirement.
3. Possession of a valid Driver's License from the State of Wisconsin.