

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34611</b>
<b>Job Class Code:</b>	<b>810</b>	<b>Salary Schedule:</b>	<b>ASRRCARP</b>
<b>EEO Category:</b>	<b>07</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>04/05/91</b>	<b>Effective Date:</b>	<b>09/28/92</b>
<b>Job Code Revised:</b>	<b>01/24/92</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Construction and Maintenance Trades Series

**JOB CODE TITLE:** CARPENTER

**HRIS TITLE:** CARPENTER

**CHARACTERISTICS OF THE CLASS:** Works under general supervision, with on-the-job supervision being minimal. Has the authority to inspect and determine the need for repairs or remodeling; recommend ordering of materials and equipment; determine and select alternatives in materials or equipment; recommend a work stoppage due to detection of a code or safety violation. Performs skilled carpentry duties in the installation, remodeling, maintenance, restoration, inspection, and/or repair of State facilities. Work product consists of buildings and State facilities in good repair and operation. Responsible for accomplishing all tasks in a timely and efficient manner; adhering to and assuring all safety rules are followed and all work complies with National and local building codes.

**EXAMPLES OF DUTIES:** Builds, restores, and maintains wooden floors, doors, partitions, roofs, windows and stairways. Repair tables, shelves, benches, desks and chairs. Builds cabinets, drawers and special cabinetry. Operates various types of power and hand saws, planers, lathes, joiners, shapers, drills and sanders. Keeps records of work performed and materials used. Makes material and labor estimates. Selects and orders materials. May perform minor locksmithing duties. May instruct or supervise building maintenance technicians or prison inmates. Performs related work as required.

**WORK CONDITIONS:** Hazards associated with maintenance, utility services and powered and non-powered tools and equipment; work can encounter extremes of climate conditions; travel as required; may work with prison inmates.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:** methods and practices involved in remodeling and construction; blueprints, sketches and structural components of buildings and related utility systems; national and local building codes; common and specialized tools, equipment and materials related to the trade; common safety practices; estimating, costing and ordering supplies and materials; policies and procedures established for the work system.

**SKILL/ABILITY TO:** methods and practices of remodeling and construction; reading and understanding blueprints, sketches and schematics relating to buildings and utilities; applying and understanding National and local building codes and common safety practices; the trade of carpenter; using common and specialized tools, equipment and materials; oral and written communications; ordering and estimating materials and costs; interpersonal relationships.

### **SPECIAL SELECTION FACTORS:**

A valid Arizona Driver's license appropriate to the assignment may be required at the time of appointment. A medical/physical evaluation is required prior to appointment. One year of journey level carpentry experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.