



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

## **CARPENTER I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of rough and finished carpentry and cabinet making duties in the maintenance, repair, remodeling, and occasional construction of a variety of structures and facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

#### **Carpenter I**

This is the entry level class in the Carpenter series. This class is distinguished from the Carpenter II by the performance of the more routine tasks and duties assigned to positions within the series under immediate supervision and while learning a variety of skills related to rough and finish carpentry and cabinet making. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

#### **Carpenter II**

This is the journey level class within the Carpenter series. Employees within this class are distinguished from the Carpenter I by the performance of the full range of duties as assigned including plastering, masonry, and painting. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are

flexibly staffed and are normally filled by advancement from the “I” level, or, when filled from the outside, have prior experience.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Carpenter I**

Receives immediate supervision from assigned supervisory or management personnel.

### **Carpenter II**

Receives general supervision from assigned supervisory or management personnel.

## **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Maintain and repair a variety of structures and facilities including treatment and pumping plants, office and shop areas, tanks, fences, and walkways.
2. Fabricate and repair a variety of structural elements including doors and door frames, windows and window frames, partitions, paneling, trim, shelves, cabinets, and counters.
3. Build forms for concrete work and perform related duties including plastering and painting to complete assigned jobs.
4. Read and interpret plans and specifications; make estimates of labor, materials, and supplies required to perform assigned jobs; order required materials and equipment.
5. Utilize a variety of hand and power tools in the performance of assigned duties; perform minor maintenance on tools as needed.
6. Maintain records and prepare reports of carpentry work performed.
7. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Carpenter I**

*Knowledge of:*

Basic practices, methods, and materials used in rough carpentry.  
Use and care of applicable power and hand tools of the trade.  
Principles and procedures of record keeping and basic report preparation.

*Ability to:*

Learn the full range of finish carpentry and cabinet making methods and techniques.  
Learn principles and practices of plastering and painting.  
Learn occupational hazards and standard safety precautions.  
Learn to read and interpret various blueprints and schematics.  
Perform a variety of rough carpentry work.  
Prepare clear and concise reports.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

*Experience and Training Guidelines*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of increasingly responsible general maintenance experience including some carpentry work.

Training

Equivalent to the completion of the twelfth grade. Additional specialized training in carpentry or a related field is desirable.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

**Carpenter II**

In addition to the qualifications for Carpenter I:

*Knowledge of:*

The full range of finish carpentry and cabinet making methods and techniques.  
Principles and practices of plastering and painting.  
Occupational hazards and standard safety precautions.

*Ability to:*

Perform a variety of finish carpentry and cabinet making work.  
Read and interpret various blueprints and schematics.  
Estimate labor and material requirements to complete jobs assigned.  
Work independently in the absence of supervision.

*Experience and Training Guidelines*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of increasingly responsible carpentry experience that provides attainment of journey level skills.

Training

Equivalent to the completion of the twelfth grade. Additional specialized training in carpentry or a related field is desirable.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

**WORKING CONDITIONS**

**Environmental Conditions**

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases.

### **Physical Conditions**

Essential functions may require maintaining physical condition necessary for moderate or light lifting; walking, standing, or sitting for prolonged periods of time; operating motorized equipment and vehicles.