

CLASS SPECIFICATION FOR
Carpenter

GENERAL STATEMENT OF DUTIES: Performs maintenance, repair and construction carpentry; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this classification performs skilled carpentry work repairing and constructing buildings and furniture and doing other related work. Work is usually performed independently under the general supervision of a supervisor who inspects the completed work. A carpenter may be assisted by semi-skilled or unskilled workers.

EXAMPLES OF WORK (illustrative only):

- Constructs and repairs cabinets, desks, tables and other office furniture;
- Installs and repairs doors and locks;
- Constructs and repairs window frames and replaces window glass and cords;
- Constructs and repairs screens;
- Builds forms for pouring concrete;
- Operates woodworking machinery;
- Constructs small buildings, sheds, and additions;
- Erects, installs and/or repairs all outdoor and indoor athletic and gymnasium equipment;
- Installs resilient floor tile and acoustical ceiling tile;
- Performs minor painting, masonry and related building-trades work as needed;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the common practices, tools, terminology and accident-prevention precautions of the trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to estimate time and materials needed; ability to operate common woodworking machinery; ability to plan and coordinate work for self and others; ability to rig and work from scaffolds; physical condition that permits such activities as heavy lifting, bending, working from heights and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school or trade school, and three (3) years of carpentry experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid Virginia Commercial driver's licensed, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

GK25
Revised 03/27/01
G

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.