

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Carpenter
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform a wide variety of semi-skilled maintenance and repair work in the carpentry trade at the journeyman level. Performs all work according to established safety standards, building codes and regulations applicable to the work. Employees in this classification have previous experience in the trade, and can perform tasks independently, though work remains subject to review and inspection during and upon completion of assigned tasks.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs routine to moderately complex maintenance and repairs on structures, facilities, furniture, and other City property in the carpentry trade.
- Installs and performs general carpentry maintenance of City buildings and properties.
- Performs general carpentry maintenance and repair work to woodwork, furniture and cabinetry.
- Performs various semi-skilled carpentry tasks, i.e., hangs doors, installs shelving, framework.
- Prepares and performs various special projects, e.g., painting, drywall work, installs Corian and mica counter tops, backsplashes, window sills, and office remodeling.
- Plans, designs and prepares estimates for all facets of minor carpentry construction projects.
- Performs a variety of administrative functions, e.g., maintains inventory of materials, prepares work estimates.
- Performs preventive maintenance inspections on City buildings.
- Coordinates office remodeling projects.
- Attends staff meetings for dissemination of information on work orders and special projects.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by five (5) to seven (7) years experience in semi-skilled laboring or maintenance work in the carpentry trade; or an equivalent combination of education, training, and experience. Must possess and maintain a valid Class "D" Florida Commercial Drivers License.

Carpenter

Knowledge, Skills, & Abilities –

Ability to read and write English.

Ability to understand and follow written and oral instructions.

Ability to perform routine to moderately complex carpentry projects accurately and efficiently.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to operate various hand held manual, gas and electric tools and equipment, e.g., wrench, screw driver, pliers, pry bar, level, electric drill, skill saw, sawsall, table saw.

Ability to operate a vehicle.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting and/or carrying heavy objects and materials (50-90 pounds). Requires intermittent pushing, and/or pulling of heavier objects (200-250 pounds).

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office/indoor conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in a shop environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.