

SENIOR CARPENTER

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled trades position which involves building reconstruction and renovation, furniture construction, furniture finishing and repair and cabinet work. Incumbents receive general instructions in regard to assignments and may be required to perform building maintenance tasks other than carpentry. The position differs from Carpenter in that it takes a more active role in the planning of projects and supervises those employees assigned to projects and renovations. Considerable leeway is allowed as to the methods and procedures employed in the completion of assignments. Work is performed under the general supervision of a higher level employee. Supervision is exercised over employees assigned to a project. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees building construction and renovation work;
2. Assists in planning projects, including estimating needs, scheduling staff, and directing daily work;
3. Installs ceilings and floors including tile work;
4. Constructs and installs cabinets, bookcases, shelves, closets, tables, platforms, posts and bulletin boards;
5. Installs and realigns prefabricated partitions;
6. Operates woodworking machinery such as lathes, planers, drum and belt sanders, borers, rip, cross cut, band and jigsaws and mortises;
7. Estimates building materials and costs for projects;
8. Instructs and supervises maintenance personnel in building maintenance and renovation projects;
9. Keeps records of construction and renovation activities;
10. Performs general building maintenance tasks;
11. Participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
12. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the common practices, tools, terminology and safety procedures of the trade; skill in the application of such knowledge in order to plan, lay out and complete varied carpentry work;
Knowledge of building construction sufficient to assist in planning projects, to order needed materials and to organize staff, and to carry out new construction and renovation projects;
Ability to read blueprints and interpret building and furniture plans;
Ability to use the tools, machines, equipment and materials of the carpentry trade;
Ability to make standard arithmetic computations to size and locate the various details of the work and to calculate the quantity and costs of material and labor required for it;
Ability to oversee the work of others;
Personal characteristics necessary to perform the duties of the position:
Physical condition commensurate with the demands of the position.

SENIOR CARPENTER (Cont'd)

MINIMUM QUALIFICATIONS:

Five (5) years of work experience in a position involving the performance of skilled carpentry, two (2) of which were unsupervised.

SPECIAL REQUIREMENT:

A department head may require the possession of a valid New York State Driver license at the time of appointment.

ADOPTED: 01/01/14
REVISED: 10/27/15