

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CARPENTER

JOB DESCRIPTION

Employees in this job function as skilled carpenters that participate in and oversee carpentry projects in state office buildings, prisons, hospitals, and other facilities.

There are three classifications in this job.

Position Code Title – Carpenter-E

Carpenter 8

This is the intermediate level. The employee performs carpentry work under the direction of a higher-level Carpenter while developing carpentry skills and performing other essential trade duties.

Carpenter E9

This is the experienced level. The employee performs a full range of carpenter assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

Position Code Title – Carpenter-A

Carpenter 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of other employees or prisoner crews, and performs journey-level carpenter assignments.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Constructs, erects, alters, repairs, and maintains doors, roofs, windows, furniture, cabinets, openscape offices, screens, frames, scaffolds, concrete forms, and other items using hand and power tools such as drills, jointers, sanders, saws, and other equipment of the carpentry trade.

Removes walls, installs partitions and steps; alters buildings or rooms; or add to existing structures using hand and power tools.

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Installs and finishes dry wall, wood paneling, siding, and other prefabricated materials.

Maintains and repairs hand or power tools and equipment of the carpentry trade by cleaning, oiling, setting, welding, or other processes.

Marks, cuts, and shapes materials to prescribed measurements; assemble by fastening with nails, staples, dowels, or glue.

Installs wood, ceramic, resilient, or cement floors; installs glass, ceiling tile, windows and doors.

Fits, installs, and maintains finished hardware such as locks and kick plates.

Studies blueprints, sketches, and work orders to determine materials and equipment required for assigned work.

May assist in training lower-level Carpenters and others.

Performs related work as assigned.

Additional Job Duties

Carpenter 10 (Crew Leader)

Assigns work to lower-level Carpenters, Trades Helpers, prisoners, or facility residents.

Provides instruction and training in the proper method and process necessary to carry out carpentry assignments.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Lays out, schedules, assigns, and inspects work to assure conformance to specifications.

Estimates time, materials, and labor required for projects; requisitions and/or purchases materials, tools, and equipment needed.

Inspects structures and fixtures to determine what carpentry repairs are needed.

Participates in building maintenance budget planning.

Maintains records on work projects completed; prepares written reports related to work assignments.

Performs more complex, difficult, or non-routine carpentry assignments requiring specialized knowledge or skill.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard methods, practices, principles, tools, and equipment used in the carpentry trade.

Knowledge of the occupational hazards and safety rules and regulations applicable to the trade.

Knowledge of the qualities, adaptability, and use of various woods and materials.

Knowledge of employee policies and procedures.

Skill in the use of the tools and equipment of the carpentry trade.

Skill in constructing, altering and repairing walls, doors, windows, furniture, and cabinets according to blue prints, work orders, and sketches.

Ability to follow blueprints, specifications, and instructions.

Additional Knowledge, Skills, and Abilities

Carpenter 10 (Crew Leader)

Ability to train and instruct lower-level employees, prisoners, or facility residents.

Ability to oversee the work of lower-level employees, prisoners, or facility residents.

Ability to lay out, assign, and inspect work.

Ability to perform the more difficult or non-routine carpentry assignments.

Ability to prepare reports and maintain records related to assignments.

Working Conditions

Some jobs require direct contact with prisoners and patients.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties may require an employee to move heavy objects such as furniture, equipment and other materials.

The job duties require the ability to use tools and equipment to accomplish carpentry assignments.

Education

Educational level typically acquired through completion of high school.

Experience

Carpenter 8

Two years of experience in a learning capacity assisting and performing carpentry work under the direction of experienced carpenters.

Carpenter E9

Four years of experience in the carpentry trade, including two years equivalent to a Carpenter 8.

Carpenter 10

Five years of experience in the carpentry trade, including one year equivalent to a Carpenter E9.

Special Requirements, Licenses, and Certifications

Some jobs may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
CARPENTER

Job Code Description
Carpenter

Position Title
Carpenter-E
Carpenter-A

<u>Position Code</u>	<u>Pay Schedule</u>
CARPNTRE	A31-009
CARPNTRE	A31-012