

**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.

**Position Code Title - Carpenter-E**

Carpenter 7

This is the entry level. The employee performs a range of Carpenter assignments while learning the methods of the work.

Carpenter 8

This is the intermediate level. The employee performs an expanding range of Carpenter assignments in a developing capacity.

Carpenter E9

This is the experienced level. The employee performs a full range of Carpenter assignments and uses independent judgment to make decisions in 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 lower-level Carpenters, prisoners, and/or others and performing experienced-level Carpenter assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing 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, inspects, and maintains doors, roofs, windows, furniture, cabinets, open space offices, screens, frames, scaffolds, concrete forms, and other items.

Removes walls, installs partitions and steps; alters buildings or rooms; or adds to existing structures.

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

Cleans and maintains tools and equipment.

Marks, cuts, shapes, and assembles materials to prescribed measurements.

Removes and installs wood, ceramic, resilient, carpet, and cement floors.

Removes and installs glass panels, ceiling tile, windows, and doors.

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

Applies sealer, primer, paint, stain, or varnish to prepared surfaces.

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

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Carpenter 10 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

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

Lays out, schedules, assigns, and inspects work to ensure 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.

Prepares and maintains records related to the work.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, 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 practices, materials, tools, and equipment used in the carpentry trade.

Knowledge of occupational hazards and safety precautions applicable to the work.

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

Skill in construction, alteration, and repair of materials according to blueprints, work orders, and sketches.

Ability to follow blueprints, specifications, and instructions.

Ability to make mathematical computations.

#### **Additional Knowledge, Skills, and Abilities**

##### **Carpenter 10 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

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

Some jobs require an employee to work on high structures.

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

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

Some jobs require direct contact with prisoners and/or patients.

Some jobs require an employee to be exposed to inclement weather conditions.

### **Physical Requirements**

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to climb and work on high structures.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### Carpenter 7

No specific type or amount is required.

#### Carpenter 8

Two years of experience assisting skilled trades workers in the carpentry trade.

#### 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**

See individual position descriptions.

**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-A

Carpenter-E

#### **Position Code**

CARPNTA

CARPNTRE

#### **Pay Schedule**

A31-012

A31-029

JZ

02/18/2024