

## SENIOR MAINTENANCE MECHANIC I (CARPENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs a wide variety of journeyman level carpentry maintenance and construction work, including the lay out of jobs sufficiently complex to require advance planning, and the maintenance of necessary supplies and records. Work is performed with considerable independence but usually results from written or oral instructions. The incumbent may work as part of a crew or as a lead worker on specific projects and may supervise a number of lower level maintenance and labor employees. The journeyman is fully proficient in the skills and practices of the trade, with the full knowledge of the principles, tools and techniques used to perform work. The journeyman has responsibility for determining methods and devices best suited to complete projects, making estimates of material and staffing requirements, assisting in planning repairs and alterations, and preparing rough plans and sketches. Work at this level may be completed with little or no check during progress or on completion. Supervisor may check overall work to see that it meets trade standards. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Repairs, replaces and maintains a variety of structures and wooden devices including roofs, floorings, wall sidings, doors, windows, underpinnings, etc.;

Constructs, alters and rehabilitates a wide variety of buildings, structures, facilities and devices to ensure that specifications are met;

Assist in planning alterations and repairs to buildings and other structures facilities; ensures effective use of staff and materials;

Inspects structures and facilities to ensure sound construction through regular inspection; reports damages and performs repairs as needed;

Performs immediate inspections in any emergency situations involving wooden structures; takes immediate action for repairs;

Builds scaffolding and ensures that safety standards are in place with regard to height and weight requirements;

Installs and tapes sheetrock;

Maintains records of work done, supplies used and supplies needed, requisitions supplies;

Lays out jobs making rough plans and sketches when needed and interprets job orders, diagrams, specifications, etc.;

Assists in securing information for budget formulation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;

Maintains work area in a clean, orderly and safe condition;

Uses computer applications and other automated systems such as word processing, spreadsheets, calendar, email and database software in performing work assignments;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the carpentry trade; thorough knowledge of the accident and safety precautions of the trade; ability to lay out a new construction or remodeling carpentry job in an economical and efficient manner specifying the amounts and types of materials to be used; ability to coordinate work with the work of other trades; ability to work effectively with supervisory and executive personnel in carrying out the duties of the position; resourcefulness in meeting new and unusual carpentry problems; initiative in carrying out carpentry work and in seeking improved work methods; ability to read, speak, understand and communicate in English sufficiently to perform the duties of the position; ability to use computer application such as word processing, spreadsheets, calendar, email and database software; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and four years experience in the trade; or (b) four years full time experience under a journeyman carpenter which provided training equivalent to that given in an apprenticeship program.

NOTE: Apprenticeship training in the carpenter trade, or training gained by the completion of technical courses in the carpentry trade at a school, institute or branch of the Armed Services may be substituted for the above training and experience on a year-for-year basis.

SPECIAL REQUIREMENT: (1) Possession of a valid New York State Driver's License. Depending on work assignment, may be required to possess a CDL license. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.