

## SENIOR MAINTENANCE MECHANIC III (CARPENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position directs, supervises and implements a carpentry maintenance and repair program. In addition to supervising at least at least one journeyman level position, an incumbent of this class plans and lays out work; estimates materials, costs and staffing requirements; inspects facilities, and recommends needed action. Work is performed with considerable independence and in accordance with departmental goals, procedures, and trade standards. More complex jobs may require detailed instructions, blueprints, or sketches from an engineer, horticulturist, or other technician. An incumbent is fully proficient in the skills and practice of the trade, with full knowledge of the principles, tools, and techniques, and is distinguished from the lower level foreman position in that this level supervises at least one journeyman and may supervise a number of other lower level full time, seasonal and temporary personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises, to ensure that work is performed in accordance with trade standards, and participates in the repair, replacement and maintenance of a variety of structures and wooden devices to extend the useful life of the facilities;

Supervises and participates in the alteration, construction and rehabilitation of a wide variety of buildings, structures, facilities and devices to ensure that facilities meet needs and to extend the useful life of the facilities;

Assists in planning alterations and repairs to buildings, wooden structures, facilities and devices to ensure that staff and materials are used effectively and to assure that changes are in accordance with accepted standards;

Inspects routinely structures, facilities and devices to insure soundness of material and construction and takes required action;

Performs an immediate inspection in the event of any breakdown or emergency involving wooden structures and takes proper action for repair;

Assigns daily work schedule to subordinate personnel to ensure efficient use of available staff, to allocate resources and makes routine inspection of assigned work to ensure that work is performed in accordance with trade standards;

Insures that work areas are kept in a clean, orderly and safe condition;

Assists in yearly budget formulation;

Estimates material cost and staffing requirements in carpentry related projects to effectively and efficiently allocate resources;

Prepares personnel time sheets, requisitions materials and supplies and prepares other reports;

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

Recommends new methods and equipment to increase efficiency;

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

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

May supervise performance of service and maintenance contracts to insure that work is performed in accordance with contract specifications;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, processes, terminology and techniques used in the carpentry trade; thorough knowledge of the accident and safety precautions of the trade; thorough knowledge of supervisory techniques and practices; working knowledge of applicable codes such as NYS Uniform Fire Prevention and Building Code; knowledge of computer applications such as spreadsheets, word processing, e-mail and database software; ability to foresee maintenance and repairs needs, to plan carpentry repair and construction projects in the most economical and efficient manner and to estimate cost and man-power requirements; ability to supervise others effectively; ability to work effectively with supervisory and executive personnel in carrying out the duties of the position; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; resourcefulness and imagination in meeting new and unusual carpentry and construction problems; initiative in seeking new and improved work methods; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and eight years of increasingly responsible carpentry experience, four years of which must have been in a wide variety of carpentry maintenance, repair and construction work without close supervision and two of which must have involved the lay out of work for others.

NOTE: Apprenticeship training in the carpentry trade or training gained by completion of technical courses in the trade at a school or 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 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.