

MAINTENANCE MECHANIC (CARPENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a wide variety of skilled carpentry work in the maintenance, repair and construction of structures and equipment made of wood or associated materials. Work assignments are initiated by oral instructions, or written work orders and are checked upon completion with only occasional supervision during the course of the job. The more complex jobs require working from blueprints or rough sketches. Supervision may be exercised over Maintenance Workers (Carpenter), or Custodial Workers occasionally assigned as helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Cuts and shapes materials such as wood, plastic, fiberglass and drywall with hand and power tools (i.e.: chisels, planes, electric drills, saws, skill saws, hammer drills, chipping guns, screw guns);

Measures, marks, and arranges materials according to blueprint;

Repairs and replaces roofs, flooring, wall siding, doors, windows, underpinnings, etc.;

Repairs and constructs miscellaneous items of wooden structure such as work benches, tables, bookcases, cabinets, benches, signs, handles for manual equipment, etc.;

Installs partitions, walls, new door and window openings, etc.;

Repairs and installs locks, door checks, sash cords, windows and similar equipment;

Erects scaffolding and builds forms such as those used for pouring concrete;

Inspects wooden structures for safety of operation;

Operates various types of power equipment such as an electric saw, electric drill, planer, lathe, sander, etc;

May assist and participate in obtaining supplies, equipment and replacement parts from vendors;

May keep records of work performed;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology associated with the carpentry trade; good knowledge of accident prevention and safety precautions of the trade; familiarity with the applicable provisions of the State code and such local code as applies to the trade; ability to carry out the various specialized carpentry techniques with a high degree of skill; ability to read blueprints and rough sketches; ability to coordinate the work with the work of other trades; ability to follow oral and written instructions; ability to get along well with others; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; mechanical ability; manual dexterity; good eye and hand coordination; good sense of balance; resourcefulness in work performance; initiative in successfully completing assigned work; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or trade school or possession of a high school equivalency diploma and four (4) years of experience where the primary function of the position was in the construction trade which involved carpentry work; or (b) completion of a two year post high or trade school course in building trades work at a school of applied arts and sciences and two (2) years of experience as indicated under (a); or (c) eight (8) years of experience as indicated under (a).

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye and Peekskill
School Districts
J.C.: Non-competitive
MPM3
1d

Job Class Code: 0449 (Municipalities)
S395 (School Districts)