

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MAINTENANCE CARPENTER I **GRADE:** 08

TITLE ABBREVIATION: MAINT CARP I **TITLE NO.:** 6442

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and skilled performance of a variety of carpentry jobs and other tasks requiring a good knowledge of the trade. Employees in this class receive specific instructions regarding the work to be performed but are allowed leeway for planning the details of each job. May oversee the work of assigned crew. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Makes wood working repairs of buildings including roofs, floors and ceilings;
2. Makes and repairs cabinets, desks, tables and other office furniture;
3. Makes and repairs window frames and replaces window glass and cords;
4. Makes and repairs screens, installs and removes screens;
5. Repairs doors and locks;
6. Installs and repairs acoustical ceilings and walls;
7. Operates and maintains woodworking machine, and other power and hand tools;
8. Maintains carpentry shop;
9. Does minor painting, masonry and related building trades work;
10. Participates in winter snow grooming activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the common practice, tools, terminology and safety precautions of the trade; working knowledge of practices of other skilled trades; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to operate common woodworking machinery; ability to direct the work of others; ability to communicate orally; ability to layout work; ability to rig and work from scaffolds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of certificate reflecting completion of trade school carpentry program or apprenticeship; OR
- (B) One (1) year of carpentry experience.

ADOPTED: 5/9/90
FORMERLY KNOWN AS MAINTENANCE CARPENTER
REVISED: 7/11/90
EEO CODE UPDATE: 11/29/90
JURIS CL UPDATE: 5/7/91
REVISED: 9/29/97 kmg
REVISED: 2/26/02 kmg
EEO code update: 7/19/12