

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** MAINTENANCE CARPENTER

**TITLE #:** 1410

**DISTINGUISHING FEATURES OF THE CLASS:** This 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:**

Makes woodworking repairs of building including floors and ceiling;

Makes and repairs cabinets, desks, tables and other office furniture;

Makes and repairs window frames and replaces window glass and cords;

Makes and repairs screens; installs and removes screens;

Repairs doors and locks;

Installs and repairs acoustical ceilings and walls;

Operates and maintains woodworking machinery, power and hand tools;

Maintains carpentry shop;

Performs minor painting, masonry and related building trades work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good 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 lay out work for self; ability to rig and work from scaffolds; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

(A) Completion of trade school carpentry course; OR

(B) One (1) year experience in the carpentry trade.

**NOTE:** When assigned to the Village of Montgomery may be required to possess and maintain a valid Driver's license and may assist with snow removal.

**JURISDICTIONAL CLASSIFICATION:** Non-competitive.

REVISED 4/12/19 DC