

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	CARPENTER III
DEPARTMENT:	GENERAL SERVICES
REPORTS TO:	BUILDING MAINTENANCE SUPERVISOR

CLASS CODE: 3026
FLSA STATUS: N
DATE: 02/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

This class works under limited supervision and performs a variety of skilled and progressively complex carpentry tasks in the construction and maintenance of buildings and furniture. Work is performed at an advanced journey level, and incumbents in this class are expected to work with considerable independence, with their work being subject only to periodic spot checks.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs special repair and maintenance relating to carpentry.

Performs general construction and remodeling of building and other related structures.

Constructs cabinetry, bookcases, furniture, and other projects.

Analyzes difficult repair problems on fixtures and structures and develops plan for repairs.

Assists in the general maintenance of County offices and buildings.

Supervises inmates, work release and community service individuals in the performance of carpentry duties.

Performs a variety of related tasks at an advanced journey level, under general supervision.

Carries lead worker responsibilities, including day-to-day direction, scheduling, and training.

Advises managerial staff in the technical aspects of the job functions.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Diagnostic Instruments	Power Tools	Carpentry Tools	Hand Tools
Table and Band Saws	Jointer	Nail Gun	Sanders
Radial arm saw			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Level III:

High School diploma or GED; and,

An advanced knowledge of materials, tools, and safety practices, and the ability to learn related job functions in order to

perform a variety of related tasks under general supervision at an advanced journey level; and

Four to six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Procedures, materials and tools utilized in the maintenance, repair and remodeling of buildings and building furniture.

Principles and practices of skilled carpentry.

Painting tools, equipment and techniques.

Safe use of tools and equipment.

Recordkeeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

Applicable state, federal and local ordinances, laws, rules and regulations.

Uniform electrical and building codes.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

The use and maintenance of all assigned tools and equipment.

Mental and Physical Abilities:

Ability to inspect systems and buildings to detect existing or potential problems.

Ability to read and understand blueprints, construction plans, repair manuals and maintenance specification sheets.

Ability to analyze situations and develop effective courses of action.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, wet or humid conditions, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The incumbent's working conditions are typically loud.

Working time may require irregular hours, shift times, and/or on-call status.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.