

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005043
Grade 17**

CARPENTER I*

DEFINITION OF CLASS:

This is journey level carpentry work involving construction, alteration, repair and modification of buildings, miscellaneous structures, furniture and cabinetry. Contacts generally are with shop employees within and outside the carpentry trade, as well as with County personnel responsible for facility maintenance. The purpose of the contacts is to coordinate work, provide/receive instructions or information and to resolve basic work issues. The incumbent provides limited direct service or assistance to the public.

An employee in this class performs skilled rough and finished carpentry work, furniture and cabinet work, as well as basic tasks in other skilled trades such as drywall, tile and locksmith work. Work assignments generally emanate from written and oral work orders. The employee uses initiative in carrying out assigned work and provides on-the-job training and instruction to apprentice and lesser skilled employees. Assigned work is conducted in an independent manner and requires skill in the application of conventional and advanced level trade practices within established guidelines. Completed work is reviewed for general adequacy, technical soundness and adherence to recognized standards. The complexity of the work emanates from the diversity of the tasks being performed, as well as the variety of facilities being maintained. This includes the performance of finished and unfinished carpentry work, as well as the completion of fundamental tasks associated other skilled trades. The work of this class contributes to the general durability, safety and attractiveness of County facilities. The employee is fully skilled in the use of all hand and power tools and equipment associated with the carpentry trade and works with a wide variety of wood, wood substitutes and related materials with which accuracy, spacing, fit, structural soundness and appearance are essential. Work is performed in a shop and in County Government facilities, both indoors and outside, and involves recurring physical activity including standing, crouching, kneeling, pushing, shoving, lifting and otherwise moving items of varying dimensions. The work is hazardous because of the regular use of hand and power tools and equipment common to the carpentry trade; exposure to wood dust and chemical solvents; and the requirement to work at various unsecured heights; as well as the general proximity to other construction processes. The work may require the use of special safety equipment or special procedures. An employee may be required to respond to after-hours emergency service calls and may be placed on stand-by duty during severe weather or other urgent conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs finished carpentry work in the completion of such items as siding and paneling, drywall, wall and ceiling plaster, doors, windows and related hardware, wood and metal trim, wood floors, floor tiling (other than ceramic and masonry) and ceiling systems.
- Performs rough carpentry work in the completion of such items as wood or metal studs and wall sheathing, roof rafters, soundproofing and insulation, decking and sheathing, floor joists and sheathing,

roof shingles, flashing, guttering and downspouts, as well as storage bins, pallets, concrete forms, crates, boxes and scaffolding.

- Performs custom cabinetry work in the completion of such items as cabinets, furniture, shelving, displays, frames, and plaques.
- Performs installation, maintenance and repairs to buildings and structures on such items such as paneling, doors and windows; drywall, handrails, stairs and stoops; hardware and some mechanical locks; floors and tiling (other than ceramic and masonry); cabinets, shelving, and custom furniture.
- Performs demolition work in the removal of walls, ceilings, floors and other building components.
- Reads and interprets plans and specifications and ensures that the finished product meets user specifications and conforms to applicable code requirements.
- Participates in training programs and instructs lesser skilled employees.
- Participates in planning, layout and construction of room alterations, partitions and additions as part of a multi-trade work crew.
- Determines and requisitions kind and type of materials and tools needed to complete assignments; substitutes for same on own initiative.
- Replaces and/or repairs door checks, closers, panic hardware and a variety of latches and hinges and some mechanical locks. May cut keys.
- Removes walls, ceilings and other building components.
- Performs preventive maintenance and minor repair tasks associated with shop hand and power tools and equipment.
- Operates a light vehicle to transport materials and/or other employees to job sites.
- Maintains a job record of time and materials.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Full performance level knowledge of the practices, methods, tools and materials of the carpentry trade.
- Knowledge of the building, accessibility (ADA) and fire codes related to work performed by the carpentry and related trades.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge of related trades, including baseline electrical and mechanical principles, sufficient to identify important work planning, layout and completion issues in multi-trade projects.
- Knowledge of and skill in drywall finishing and basic locksmith work.
- Skill in working from architectural drawings, specifications, sketches and work orders and prepare material lists and specifications.
- Skill in using and maintaining all hand and power tools and equipment used in the carpentry and related trades.
- Skill in rigging and handling all materials necessary to accomplish a project.
- Ability to perform work inside and outside year round, where it may be necessary to work from scaffolding and high ladders.
- Ability to work overhead or in stretched, cramped and awkward or tiring and uncomfortable positions.
- Ability to wear and use personal protective clothing and equipment for protection when exposed to dust, fumes, and other irritants to eyes, nose, ears, and respiratory system.
- Ability and willingness to respond to after-hours emergency service calls or work stand-by shifts.

MINIMUM QUALIFICATIONS:

Experience: Completion of a recognized Apprentice Carpenter program or any combination of technical

education and experience equivalent to four (4) years of verifiable experience in the carpentry trade which indicates an employee's competency in the standard practices, methods, tools and materials common to the carpentry trade.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to occasionally lift, carry or move items that weigh as much as 100 pounds and frequently lift, carry or move 50 pound items.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) month during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: January, 1963

Revised: May, 1971

July, 1974

December, 1984

May, 1991 (M)

May, 1995

September, 2000 (M)

March, 2003 (M)

April, 2010

August, 2013