

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

**Code No. 005044  
Grade 11**

**CARPENTER APPRENTICE**

**DEFINITION OF CLASS:**

This is entry level and semiskilled work in an apprenticeship program during which an employee develops the knowledge, skills, and abilities required to become a journey level carpenter. Contacts generally are with shop employees within and outside the carpentry trade and involve receiving instructions and information. An incumbent offers limited direct service or assistance to the public.

An employee in this class participates in a formal, state approved apprentice program and receives continuous written and verbal instructions through on-the-job training, and attendance of formal classes. Initially work is repeatedly reviewed during progress and upon completion and performed under very close supervision of a journey level carpenter; as the employee's knowledge of and skill in the carpentry trade increase, the employee is expected to perform semiskilled and skilled work with an expectation of becoming a journey level carpenter. Work is performed in a shop and in County Government facilities and involves continuous crouching, kneeling, bending, pushing, shoving, lifting and otherwise moving items of varying dimension. 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 solvents, as well as the requirement to work at various unsecured heights. An employee may be required to respond to after-hours emergency calls on an infrequent basis.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Performs semi-skilled carpentry and general maintenance tasks.
- Receives on-the-job instruction and training from a journey level carpenter and/or supervisor to accomplish a variety of carpentry tasks and develop and acquire skills of the trade.
- Attends formal classes which are designed to train the employee in the skills, tools and knowledge of the trade; to have explained and discuss regulations and procedures relative to building and fire codes; and to create an awareness of safety rules and practices.
- Uses knowledge of shop mathematics to help plan and lay out work.
- Performs bench and shop work within capabilities and skills, using hand and power tools of the trade.
- Cleans, sharpens and repairs hand and power tools of the trade.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to maintain satisfactory grades in classroom training and to pass written aptitude tests of classroom training.
- Ability to use the common hand and power tools and equipment of the trade.
- Ability to work inside and outside from scaffolding and ladders or in cramped, awkward and uncomfortable positions.
- Ability to wear and use personal protective clothing and equipment for protection from dust, fumes

and other irritants to the eyes, nose, ears and respiratory system.

- Ability to prepare simple sketches and material lists.
- Ability to understand and carry out oral and written instructions in English.
- Ability to respond to after-hours emergency calls or to work stand-by shifts.

**MINIMUM QUALIFICATIONS:**

**Experience:** No previous experience required.

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

**Equivalency:** None.

**Physical Ability:** Ability to occasionally lift items that weigh as much as 100 pounds and to frequently carry 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 when required for job-related duties.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, 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:** May, 1971

**Revised:** July, 1974

December, 1984

May, 1991(M)

March, 2003(M)

April, 2010

August, 2013

October, 2014