

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

**Code No. 005042**  
**Grade 18**

**CARPENTER II**

**DEFINITION OF CLASS:**

This is skilled, lead level carpentry work involving the construction, alteration, repair and modification of buildings, miscellaneous structures, furniture and cabinetry. Contacts are primarily with shop employees both within and outside of the carpentry trade, as well as with County personnel responsible for facility maintenance activities. 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 trades such as drywall, tile and locksmith work. In the capacity of lead worker, the employee assigns work and provides instruction and assistance to other unit members; coordinates, plans and prepares estimates for large projects; performs administrative functions associated with documenting and certifying the order/receipt and payment for work materials; and maintains recordation of unit member time. The employee has the requisite skills to apply conventional and advanced level trade practices in carrying out a broad range of general assignments, which are conferred through written and/or oral work orders. The work is conducted in a self-directed manner and requires planning the sequence of actions and independently selecting the appropriate methods or procedures. Completed, is reviewed for general adequacy, technical soundness and adherence to established standards.

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. The complexity of the work emanates from the diversity of the tasks being performed, as well as the broad 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 work which is performed in a shop as well as onsite in County Government facilities, both indoors and outside, encompasses recurring periods of considerable physical activity including crouching, kneeling, bending, 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 solvents; and the requirement to work at various unsecured heights; as well as the general proximity to other construction processes and equipment. The work may require the use of 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)**

- Leads and participates in the work of a carpentry crew, which may include unskilled workers.
- 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.
- Functions as work unit coordinator for large projects. Solves problems that arise in the work, and ensures that work is performed according to specifications.
- Performs custom cabinetry work including the construction and repair of 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.
- Estimates time, selects materials, and maintains records of tools, materials and labor used. Completes work orders and other project-related work records.
- Participates in training programs and instructs lesser skilled employees.
- Maintains and processes time and materials documentation.
- Replaces and/or repairs door checks and a variety of locks, latches and hinges, panic hardware and door closers. May cut keys.
- Performs preventive maintenance and repair tasks associated with shop hand and power tools and equipment.
- Operates a light duty vehicle to transport materials and/or other employees to job sites.
- Makes recommendations concerning the work performance of subordinates.
- Prepares employee accident/injury reports.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the standard practices, methods, tools, and materials common to the carpentry, cabinet-making, and related trades.
- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- Considerable knowledge of the building and fire codes as related to work performed by the carpentry and related trades.
- Ability to lead the work of one or more carpenters and lesser skilled employees and work groups of various trades, both employees and contractors.
- Ability to use and maintain all hand and power tools used in the carpentry and related trades.
- Ability to rig and handle all materials necessary to accomplish a job assignment.
- 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 when exposed to dust, fumes and other irritants to eyes, nose, ears and respiratory system.
- Ability to respond to after-hours emergency service calls or work stand-by shifts.
- Ability to read, interpret and work from architectural drawings, specifications, sketches, and work

orders and prepare material lists and specifications.

- Ability to prepare and maintain records.
- Ability to understand and carry out oral and written instructions in English.
- Ability to communicate with and to deal tactfully, effectively and equitably with people.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of experience as a journey level carpenter.

**Education:** Graduation from 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 items that weigh as much as 100 pounds and 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.

**PROBATIONARY PERIOD:**

Individuals appointed 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:** January, 1973

**Revised:** May, 1971

July, 1974

December, 1984

May, 1991 (M)

June, 1993

March, 2003 (M)

April, 2010

August, 2013