CLASS TITLE: CARPENTER

CHARACTERISTICS OF THE CLASS

Under supervision, performs journey-level rough and finished carpentry work in the construction, installation, and repair of wood structures and fixtures, and performs related duties as required.

ESSENTIAL DUTIES

- Reads blueprints, specifications, and work orders to assess work required and determine installation and repair methods to use.
- Dismantles and removes damaged wooden structures and fixtures.
- Ensures adequate supplies of tools, equipment, and materials needed to complete jobs are at work sites as required.
- Uses hand and power tools to measure, cut, and shape wood, drywall, and related materials to specification.
- Joins materials with nails, screws, staples, or adhesives.
- Checks accuracy of work with levels, plumb bobs, and framing squares and makes necessary adjustments.
- Builds forms for concrete construction projects and constructs and erects scaffolding, platforms, and other support structures.
- Frames walls and partitions and installs doors and windows.
- Performs finishing work including installing interior and exterior trim.
- Repairs and maintains wood and related fixtures (e.g., floors, stairs, ceilings, doors, door frames, locks).
- Operates specialized equipment and tools (e.g., saws, drills, sanders).
- Maintains records of materials used.
- Prepares work activity reports.
- Repairs and maintains parts on vehicles (e.g., windshields, locks, headliners), as required.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered carpentry apprenticeship training program and journeyman status; or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- Some positions may require a valid State of Illinois Driver’s License.

WORKING CONDITIONS

- Exposure to outdoor weather conditions.
• Exposure to loud noise, fumes or dust
• Exposure to hazardous conditions (e.g., construction sites)
• Work performed above or below ground level
• Work performed using scaffolds and ladders

EQUIPMENT
• Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
• Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
• Ladders
• Standard tools and equipment of the carpentry trade (e.g., levels, framing squares, hand and power tools)

PHYSICAL REQUIREMENTS
• Heavy lifting (up to 75 pounds) is required
• Ability to stand and walk for extended or continuous periods of time
• Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
• Ability to climb staircases, ladders, and/or step stools
• Ability to access difficult to enter spaces (e.g., roofs, basements, cramped quarters)
• Ability to operate applicable hand tools, power tools, and equipment
• Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Moderate knowledge of:
• *applicable hand and power tools
• *properties and characteristics of materials applicable to the carpentry trade
• *repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the carpentry trade
• *use of safety equipment and protective gear
• *applicable safety and code standards specific to the carpentry trade, including OSHA standards

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *MATHEMATICS - Use mathematics to solve problems
**Abilities**

- **EQUIPMENT SELECTION** - Determine the kind of tools and equipment needed to do a job

**Other Work Requirements**

- **PERSISTENCE** - Persist in the face of obstacles on the job
- **STAMINA** - Demonstrate energy and stamina to accomplish work tasks
- **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

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