

City of Vicksburg Job Description

Job Title: Carpenter

Department: Building Maintenance Department

Reports to: Director

FLSA Status: No

Prepared By: DLB

Prepared Date: January 9, 2018

Approved by Antoinette Bradley, April 24, 2018

Summary Constructs and repairs structural woodwork and equipment in establishment by performing the following duties.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building framework, and trim.

Installs glass in windows, doors, and partitions.

Replaces damaged ceiling tile, floor tiles, and wall coverings.

Builds cabinets and other wooden equipment in carpenter shop.

Installs items such as window shades, venetian blinds, and curtain rods, wall fans, and door locks for tenants.

Involved with painting, basic plumbing work, and assisting the electrician as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or General Education Degree (GED) is preferred. Must have at least five to ten years experience and/or training as a carpenter.

Language Skills

Must have basic language skills.

Mathematical Skills

Must have basic mathematical skills, including the ability to read blue prints, convert numbers, and use a measuring tape.

Reasoning Ability Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Basic computer skills are required for this position.

Certificates, Licenses, Registrations

Must have a valid driver's license,

Other Skills and Abilities

Must be a skilled carpenter; Additional experience with painting, plumbing, and basic electrician work is preferred.

Other Qualifications

Overtime, alternative work schedules, and on call status may be assigned if needed.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually very loud.