



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CARPENTER III	32	G	9.439
CARPENTER II	31	G	9.424
CARPENTER I	30	G	9.423

SERIES CONCEPT

Carpenters perform skilled carpentry work to maintain and repair buildings, structures, fixtures, furniture, and equipment.

Respond to repair orders; establish priority of repairs; estimate cost of jobs; acquire materials to complete a job by contacting vendors and/or completing a purchase requisition; make repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance such as conducting routine inspections and making adjustments and minor repairs to prolong life of furniture, fixtures and structures, and maintain a satisfactory appearance.

Build furniture and fixtures such as tables, cabinets, and bookshelves as requested by agency staff; meet with individual requesting the item; design project; select and order appropriate materials; cut and assemble materials; and stain and seal finished project.

Repair and maintain doors, jambs, windows, ceiling, roofs, walls, stairs, flooring, concrete, and furniture to ensure structures and furniture are in proper working order or condition; may install and maintain locksets, door closers, and associated door hardware.

Build or remodel rooms in accordance with code requirements; review blueprints; plan and lay out projects; construct forms and pour and finish concrete for slabs and floors; remove doors, windows, electrical outlets, light fixtures, heating ducts and fans; cut out sheetrock walls; disassemble and remove wood or metal wall framing; install or replace roofing components; fabricate and install floor, stair, wall, and ceiling framing members; cut sheetrock and attach it to the framework; install doors, windows, shelves, trim, flooring, light fixtures, and ceiling tiles.

Construct rooms using concrete blocks; make guidelines and lay out work; spread mortar, position block, and shape mortar joints; check horizontal and vertical alignment with a straight-edge and level.

Assist contractors by providing information regarding the existing structure and systems and required work; review bids and work completed by contractors for quality and conformance with specifications and codes.

Serve as a leadworker by providing training, work direction and work review to other maintenance staff such as Maintenance Repair Workers, students and others as assigned.

Perform related duties as assigned.

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CLASS CONCEPTS

Carpenter III: Under general supervision, direct and supervise Carpenters and other maintenance staff and perform complex skilled carpentry and woodworking duties.

Schedule and oversee repair and maintenance work; review work requests and/or structures, furniture and fixtures; determine the complexity of work and establish job priorities; write work orders; coordinate job activities with other trade workers; assign work to agency personnel or arrange for an outside vendor to complete; lay out major projects; inspect work to ensure timely completion and compliance with specifications and code requirements.

Hire, train and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State laws and regulations and agency policies and procedures.

Carpenter II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

- 1) function as a leadworker for lower level Carpenters on a regular basis by providing training and technical assistance, assigning and reviewing work, and providing input to performance evaluations; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment.

Carpenter I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

CARPENTER III

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program followed by two years of journey level carpentry experience; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: principles and practices of training and providing work direction to others.
Ability to: explain and interpret policies and procedures; set priorities based on agency needs and the capacity of the shop; examine structures, furniture and fixtures, determine what modifications or repairs are necessary, and determine the cost, feasibility, cost effectiveness and design of projects; schedule projects by coordinating with other maintenance staff, agency staff, and outside vendors; estimate material, supply and equipment requirements for shop operations and major projects; ensure compliance with established safety policies and regulations; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

CARPENTER III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations; national building codes and fire codes relevant to carpentry and construction work. **Ability to:** supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

CARPENTER II

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program followed by one year of journey level carpenter experience; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: restoration methods and techniques applicable to historical buildings and antique furniture. **Ability to:** organize and coordinate work activities; set priorities which reflect the relative importance of job assignments; work cooperatively with other trades workers; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to work unit operations, personnel and purchasing; State and local building codes and fire codes relevant to carpentry and construction. **Ability to:** provide technical guidance to staff including training, assigning and reviewing work; establish and maintain records and files and prepare reports pertaining to operations, materials, and supplies. **Skill in:** cabinetmaking and finish carpentry sufficient to construct exhibit cases, furniture, room settings, and perform restoration work.

CARPENTER I

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard practices, methods, materials, tools, and equipment used in carpentry and woodworking; safety hazards and safe working procedures. **General knowledge of:** State and local building codes and fire codes relevant to carpentry work. **Ability to:** read and interpret repair orders and building codes, blueprints and construction drawings in order to determine the type, location and configuration of carpentry work; plan projects, sketch working drawings, and lay out materials; inspect lumber for grade and quality; estimate the materials and time required to complete projects; add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and material needs and lay out projects; work on ladders and scaffolding and in confined building access areas; work cooperatively with others. **Skill in:** safely operating and maintaining various hand and power tools used in carpentry and woodworking; performing a variety of skilled journey level carpentry and woodworking processes including foundations and forms, framing and layout work, millwork, finishing, and hardware installation and repair.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: proper use, storage, and disposal of hazardous materials. **General knowledge of:** cabinetmaking joints and the construction of cabinets and furniture; agency policies and procedures pertaining to work unit operations. **Ability to:** prepare written work orders, requisition supplies, and prepare specifications.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P	1/1/61
REVISED:			7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC