



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 in the most cost-effective manner to complete a job and reduce waste 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; conduct routine inspections; make adjustments and minor repairs to prolong life of furniture, fixtures, doors, gates, 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; stain and seal finished project.

Inspect, repair, replace, and maintain doors, jambs, fencing, gates, windows, signages, screens, ceiling, walls, drywall surfaces, stairs, handrails, guard rails, rain gutters, downspouts, chimneys, various 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.

Install, repair, replace, and maintain various types of roofs; install and maintain roof components; inspection roofs to ensure adherence to manufacturer specifications and building codes.

Build or remodel rooms in accordance with code requirements; review blueprints; plan and lay out projects; construct forms, 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; fabricate and install floor, stair, wall, and ceiling framing members; cut sheetrock and attach it to the framework; install doors, windows, shelves, trim, various types of flooring, light fixtures, ceramic tile, and ceiling gridwork and 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.

Provide training, support, work direction and work review to other skilled and semi-skilled maintenance staff.

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; obtain quotes, request funding, and oversee contractor work on a routine basis; lay out major projects; inspect work to ensure timely completion and compliance with specifications and code requirements; oversee products under warranty and work with manufacturer to make repairs; maintains a budget and project costs; provide recommendations for strategic planning consideration. Incumbents also, 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 statues 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; document inmate performance through completion of periodic performance reports; implement work safety and security procedures to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy; secure work areas from unauthorized inmates.

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 as described above. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: State and local building and fire codes relevant to carpentry and construction.
General knowledge of: principles and practices of training and providing work direction to others. **Skill in:** cabinetmaking and finish carpentry sufficient to construct exhibit cases, furniture, and room settings; performing restoration work. **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; determine the cost, feasibility, cost effectiveness, and design of projects; schedule projects by coordinating with other maintenance staff, agency staff and outside vendors;

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MINIMUM QUALIFICATIONS (cont'd)

CARPENTER III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 estimate material, supply, and equipment requirements for shop operations and major projects; establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies; ensure compliance with established safety policies and regulations; provide technical guidance to staff including training; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates; *and all knowledge, skills, and abilities required at the lower levels.*

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 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 as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: proper use, storage, and disposal of hazardous materials. **General knowledge of:** cabinet making joints and the construction of cabinets and furniture; agency policies and procedures pertaining to work unit operations; restoration methods and techniques applicable to historical buildings and antique furniture. **Ability to:** prepare written work orders and specifications; requisition supplies; 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):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Carpenter III.)

CARPENTER I

EDUCATION AND EXPERIENCE: Completion of a recognized carpentry apprenticeship program; **OR** an equivalent combination of education and experience as described above. (*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 and fire codes relevant to carpentry work. **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. **Ability to:** read and interpret repair orders, 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Carpenter II.)

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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
REVISED:	3/19/21PC	3/19/21PC	3/19/21PC